3799/3799*nf*
F9199/F9199*nf*
LF510/LF515e
5510L/5510NF

Operating Instructions
<Basic Features>

1 Getting Started

2 Faxing

3 Programming

4 Troubleshooting

For safe and correct use of this machine, please be sure to read the Safety Information before you use it.

Operating Instructions <Basic Features>

Type for 3799/F9199/LF510 AG/5510L
Type for 3799nf/F9199nf/LF515e AG/5510NF
Printed in Japan
UE (USA) H310-8600A

Introduction

This manual describes detailed instructions on the operation and notes about the use of this machine. To get maximum versatility from this machine all operators are requested to read this manual carefully and follow the instructions. Please keep this manual in a handy place near the machine.

Notes:

Some illustrations in this manual might be slightly different from the machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Laser Safety:

CDRH Regulations

This equipment complies with requirements of 21 CFR subchapter J for class 1 laser products. This equipment contains a 5 milliwatt, 760–800 nanometer wavelength, AlGaAs laser diode. This equipment does not emit hazardous light, since the beam is totally enclosed during all customer modes of operation and maintenance.

Caution:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Machine Types

The model names of the machine do not appear in the following pages. Check the type of your machine before reading this manual. (For details, see p.17 “Machine Types”.)

- Type1: 3799/F9199/LF510/5510L
- Type2: 3799nf/F9199nf/LF515e/5510NF

Notes:

Two kinds of size notation are employed in this manual. With this machine refer to the inch version.

For good copy quality, the supplier recommends that you use genuine toner from the supplier.

The supplier shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the supplier with your office products.

Important

Contents of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Power Source:

120V, 60Hz

Please be sure to connect the power cord to a power source as above. For details about power source, see p.284 “Connecting the Power and Switching On”, *<Advanced Features>*.

Declaration of Conformity

Product Name: Facsimile

Model Number: 3799/F9199/LF510 AG/5510L, 3799nf/F9199nf/LF515e AG/5510NF

Responsible party: Ricoh Corporation

Address: 5 Dedrick Place, West Caldwell, NJ 07006

Telephone number: 973-882-2000

This device complies with part 15 of FCC Rules.

Operation is subject to the following two conditions:

1. This device may not cause harmful interference, and
2. this device must accept any interference received,

including interference that may cause undesired operation.

❖ FCC Requirements

1. This equipment complies with Part 68 of the FCC rules. On the cover of this equipment is a label that contains, among other information, the ACTA product labeling number or the FCC registration number, and ringer equivalence number (REN) for this equipment. If requested, this information must be provided to the telephone company.
2. The following is applicable only for an equipment using an analog G3 line.
   This equipment uses the RJ11C USOC jack.
   An FCC compliant telephone cord and modular plug is provided with this equipment. This equipment is designed to be connected to the telephone network or premises wiring using a compatible modular jack that is Part 68 compliant. See the Operating Instructions for details.
3. The REN is used to determine the quantity of devices which may be connected to the telephone line. Excessive REN's on the telephone line may result in the devices not ringing in response to an incoming call. Typically, the sum of the REN's should not exceed five (5.0). Contact the telephone company to determine the maximum REN for the calling area.
4. If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice is not practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.
5. The telephone company may make changes to its facilities, equipment, operations, or procedures that could affect the operation of the equipment. If this happens, the telephone company will provide advance notice so that you can make the necessary modifications to maintain uninterrupted service.
6. In the event of operation problems (document jam, copy jam, communication error indication), refer to the solving problems section in this manual.
7. If you cannot correct the problem, please contact the RICOH CORP. CUSTOMER SUPPORT DEPT. at 1-800-FASTFIX for repair or warranty information. If the equipment is causing harm to the telephone network, the telephone company may request you to disconnect the equipment from the network until the problem is resolved.
8. This equipment cannot be used with telephone company-provided coin service. Connection to Party Line Service is subject to state tariffs.

❖ WHEN PROGRAMMING EMERGENCY NUMBERS AND/OR MAKING TEST CALLS TO EMERGENCY NUMBERS:

1. Remain on the line and briefly explain to the dispatcher the reason for the call before hanging up.
2. Perform such activities in the off-peak hours, such as early morning hours or late evenings.

CANADA

The Industry Canada label identifies certified equipment. This certification means that the equipment meets telecommunications network protective, operational, and safety requirements as prescribed in the appropriate Terminal Equipment Technical Requirements document(s). The department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

User should ensure for their own protection that the electrical ground connections of the power utility, telephone lines, and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

Caution: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

The Ringer Equivalence Number (REN) for this terminal equipment is 0.2. The REN assigned to each terminal equipment provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Number of all the devices does not exceed five.

In accordance with IEC 60417, this machine uses the following symbols for the main power switch:

| means POWER ON.

○ means POWER OFF.

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NOTICE

⚠ *CAUTION:*

Use of controls, adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

Direct (or indirect reflected) eye contact with the laser beam may cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Note to users in the United States of America

Notice:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio /TV technician for help.

Warning

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Notice about the Telephone Consumer Protection Act (Valid in USA only).

The Telephone Consumer Protection Act of 1991 among other things makes it unlawful for any person to send any message via a telephone fax machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business, other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity or individual. This information is transmitted with your document by the TTI (Transmit Terminal Identification) feature. In order for you to meet the requirement, your machine must be programmed by following the instructions in the accompanying Operation Manual. In particular, please refer to the chapter of Installation. Also refer to the TTI (Transmit Terminal Identification) programming procedure to enter the business identification and telephone number of the terminal or business. Do not forget to set the date and time.

Thank you.

For this machine, TTI is called FAX HEADER.

Note to users in Canada

Note:

This Class B digital apparatus complies with Canadian ICES-003.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

Notice:

This equipment meets the applicable Industry Canada Terminal Equipment Technical Specifications. This is confirmed by the registration number. The abbreviation, IC, before the registration number signifies that registration was performed based on a Declaration of Conformity indicating that Industry Canada technical specifications were met. It does not imply that Industry Canada approved the equipment.

Safety Information

When using this machine, the following safety precautions should always be followed.

Safety During Operation

In this manual, the following important symbols are used:

⚠ ***WARNING:***
Indicates a potentially hazardous situation which, if instructions are not followed, could result in death or serious injury.

⚠ ***CAUTION:***
Indicates a potentially hazardous situation which, if instructions are not followed, may result in minor or moderate injury or damage to property.

⚠ *WARNING:*

- ***Connect the power cord directly into a wall outlet and never use an extension cord.***
- ***Disconnect the power plug (by pulling the plug, not the cable) if the power cable or plug becomes frayed or otherwise damaged.***
- ***To avoid hazardous electric shock or laser radiation exposure, do not remove any covers or screws other than those specified in this manual.***
- ***Turn off the power and disconnect the power plug (by pulling the plug, not the cable) if any of the following occurs:***
  - ***You spill something into the machine.***
  - ***You suspect that your machine needs service or repair.***
  - ***The external housing of your machine has been damaged.***
- ***Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.***
- ***Disposal can take place at our authorized dealer.***
- ***Dispose of the used toner cartridge in accordance with the local regulations.***
- ***Make sure that the wall outlet is near the machine and easily accessible.***

⚠ *CAUTION:*

- *Protect the machine from dampness or wet weather, such as rain and snow.*
- *Unplug the power cord from the wall outlet before you move the machine. While moving the machine, you should take care that the power cord will not be damaged under the machine.*
- *When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).*
- *Do not allow paper clips, staples, or other small metallic objects to fall inside the machine.*
- *Keep toner (used or unused) and toner cartridge out of the reach of children.*
- *For environmental reasons, do not dispose of the machine or expended supply waste at household waste collection points. Disposal can take place at an authorized dealer.*
- *The inside of the machine could be very hot. Do not touch the parts with a label indicating the "hot surface". Otherwise an injury might occur.*
- *To reduce the risk of fire, use only No. 26 AWG or larger telecommunication line cord.*
- *Pour reduire le risque d'incendie, utiliser uniquement des conducteurs de telecommunications 26 AWG ou de section superieure.*

Important Safety Instructions

Grounding

In order to prevent potentially hazardous electrical shock, provide means of connecting to the protective grounding conductor in the building, wiring those grounding conductors of power cable and 3 pins plug.

Important Safety Instructions

Caution

When using your telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

- Do not use this product near water, for example, near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement or near a swimming pool.
- Avoid using a telephone during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not use a telephone in the vicinity of a gas leak to report the leak.
- Use only the power cord and batteries indicated in this manual. Do not dispose of batteries in a fire. They may explode. Check with local codes for possible special disposal instructions.

Save these instructions.

IMPORTANTES MESURES DE SÉCURITÉ

Certaines mesures de sécurité doivent être prises pendant l'utilisation de matéral téléphonique afin de réduire les risques d'incendle , de choc électrique et de blessures. En voici quelquesunes:

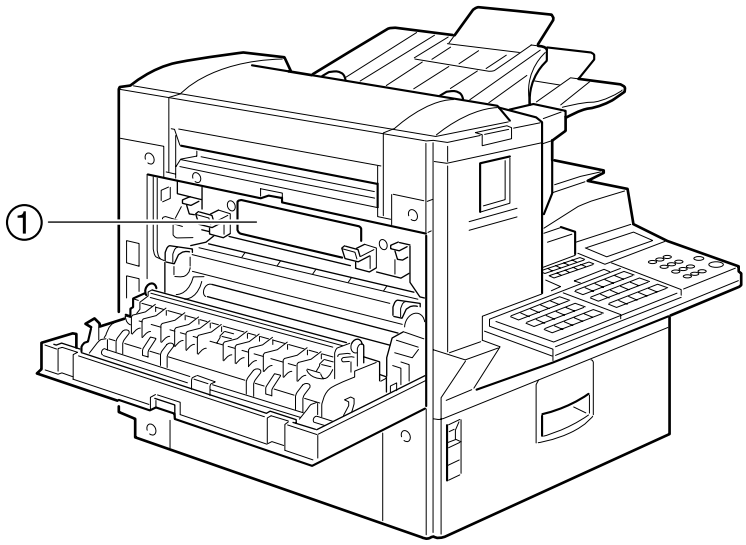
- Ne pas utiliser l'appareil près de l'eau, p.ex., près d'une balgnoire, d'un lavabo, d'un évier de cuisine, d'un bac à laver, dans un sous-sol humide ou près d'une piscine.
- Éviter d'utiliser le téléphone (sauf s'il s'agit d'un apparell sans fil) pendant un orage électrique. Ceci peut présenter un risque de choc électrique causé par la foudre.
- Ne pas utiliser l'appareil téléphonique pour signaler une fulte de gaz s'il est situé près de la fuite.
- Utiliser seulement le cordon d'alimentation et le type de piles indiqués dans ce manual. Ne pas jeter les piles dans le feu: elles peuvent exploser. Se conformer aux règlements pertinents quant à l'élimination des piles.

Conserver ces instructions.

Position of Label for ⚠CAUTION

This machine has a label for ⚠CAUTION at the position shown below. For safety, please follow the instructions and handle the machine as indicated.

The inside of the machine becomes very hot. Do not touch the inside. Doing so could result in a burn.



①

⚠ CAUTION ATTENTION ATENCIÓN 注意
120°C
・High Temperature. Before replacing fixed parts, turn off the main power then wait a while before proceeding.
・Température élevée. Avant de replacer les parties fixes, éteindre le copieur á l'aide de l'interrupteur principal. Puis, attendre quelques instants avant de continuer.
・Temperatura alta. Antes de reemplazar las piezas fijas, apague el interruptor principal y espere un poco antes de proceder.
・高温です。定着部の交換は、主電源を切ってから、しばらくお待ちください。
>PET<

ZGFH100J

ENERGY STAR Program

As an ENERGY STAR Partner, we have determined that this machine model meets the ENERGY STAR Guidelines for energy efficiency.

The ENERGY STAR Guidelines intend to establish an international energy-saving system for developing and introducing energy-efficient office equipment to deal with environmental issues, such as global warming.

When a product meets the ENERGY STAR Guidelines for energy efficiency, the Partner shall place the ENERGY STAR logo onto the machine model.

This product was designed to reduce the environmental impact associated with office equipment by means of energy-saving features, such as Low-power mode.

- Low-power Mode

At the factory, this fax machine was set to enter the low power mode 5 minutes after the last operation is completed. To exit the low power mode, press the **【Clear Modes / Energy Saver】** key. The machine can start printing in about 40 seconds from the Energy Saving Standby mode, or in about 30 seconds from the Fax Standby Mode.

❖ Specifications

Specification	Power Consumption	Default Time
Without NIC FAX UNIT installed	2.0W	5 minutes
With NIC FAX UNIT installed	6.0W	

Energy Saver Modes

Energy Saver mode enables you to avoid using unnecessary power and economize on electricity. Although we recommend you use this mode from the viewpoint of environmental consciousness, you can also turn it off.

When you install this machines for the first time, Energy Saver mode is turned on by default.

Two types of Energy Saver mode are available:

- Fax Standby: Use when you receive faxes regularly.
- Energy Saver Standby: Use when you want to economize on power consumption.

Choose the one that best suits your circumstances.

Even though the control panel display goes out in Energy Saver mode, Indicators that blink or light during communication or reception still work. When the Receive File indicator lights, exit Energy Saver mode and take the appropriate action.

Energy Saver Mode Type	Status	How long before you can print after exiting Energy Saver mode	Power consumption *1
Fax Standby	Display turns off The machine maintains the heating roller temperature at half the full temperature; warm up takes less time. (Heater half cool)	Within about 35 seconds	Type1: 30W Type2: 30W
Energy Saver Standby	Display turns off The machine lets the heating roller cool to room temperature; warm-up takes longer. (Heater off)	Within about 52 seconds	Type1: 2W *2 Type2: 6W *3

*1 When options are not installed.
*2 3.5W when the Optional ISDN Unit is installed. 6W when the NIC FAX Unit (option for Type1) is installed.
*3 7.5W when Optional ISDN Unit is installed.

You can turn Energy Saver mode on or off with User Parameter. When the machine is shipped, Energy Saver Standby is selected on.

The machine enters Energy Saver mode when:

- Nobody uses the machine for about 5 minutes (the machine automatically enters Energy Saver mode)
- The user holds down the 【**Clear Modes/Energy Saver**】 key for about 2 seconds.

To exit Energy Saver mode:

- In Energy Saver Standby mode, press the 【**Clear Modes/Energy Saver**】 key.
- In FAX Standby mode, press any key.
- Set an original.
- Pick up the optional handset or the external telephone handset.

Note

❒ When you load paper in Energy Saver mode, an error message will not be displayed even if the tray is not pushed in correctly.

❒ After loading paper, press the Energy Saver key and check that "Ready" is shown on the display.

Reception in Energy Saver mode

In Energy Saver mode, originals that have been stored in memory are still sent and the machine can still receive messages.

When a message is received in Energy Saver mode, the machine prints it and returns to Energy Saver mode.

Recycled Paper

In accordance with the ENERGY STAR Program, we recommend use of recycled paper which is environmentally friendly. Please contact your sales representative for recommended paper.

How to Read this Manual

Symbols

The following set of symbols is used in this manual.

⚠ ***WARNING:***
This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

⚠ ***CAUTION:***
This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

* The statements above are notes for your safety.

Important
If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation
This symbol indicates information or preparations required prior to operating.

Note
This symbol indicates precautions for operation, or actions to take after abnormal operation.

Limitation
This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

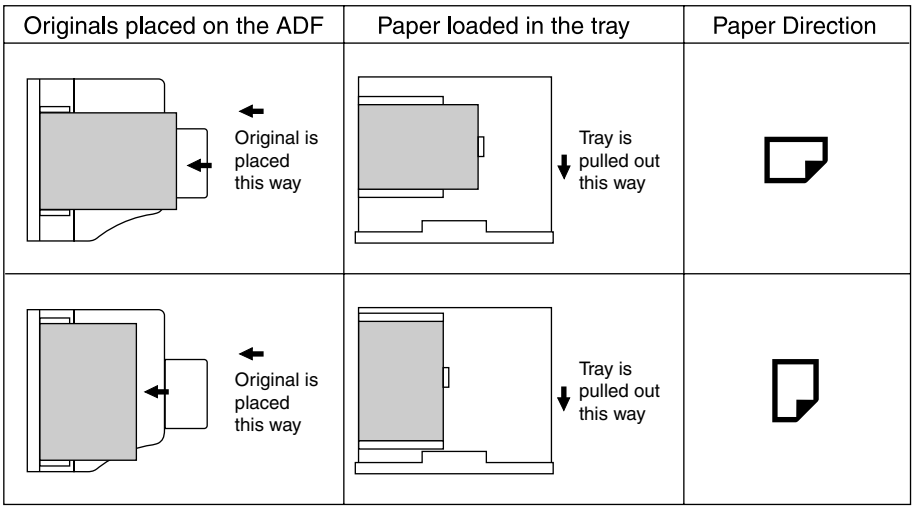
Reference
This symbol indicates a reference.

[ ]
Keys that appear on the machine's panel display.

【 】
Keys built into the control panel of the machine.

Paper Mark

Paper Directions in this book are shown as follows.


Originals placed on the ADF
Paper loaded in the tray
Paper Direction
Original is placed this way
Tray is pulled out this way
Original is placed this way
Tray is pulled out this way
GFKAMI0N

Portrait direction for originals is shown as , and landscape direction for originals is shown as .

Portrait direction for paper in the paper tray is shown as , and landscape direction for paper in the paper tray is shown as .

Note

❒ represents originals or paper.

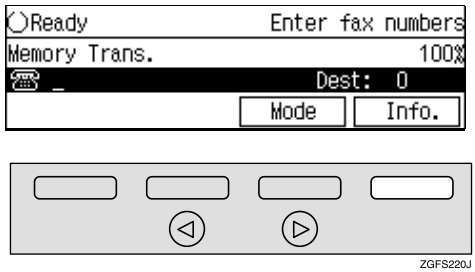
Reference

For details about "Auto Document Feeder (ADF)", see p.18 "Guide to Components".

Operation

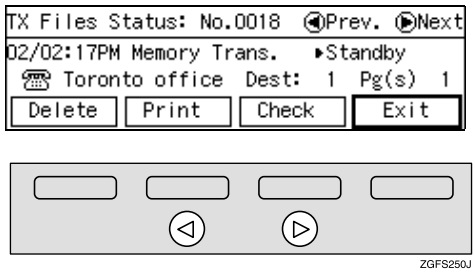
Displays and keys in the operating flows of this book are shown as follows.

❖ **For example, when selecting [Info.]**



- When selecting **[Info.]** on the lower right, press the selection key under **[Info.]**.

❖ **For example, when selecting standby files**



- Press the ◁ ▷ keys to scroll the display to find a file.

Manuals for This Machine

Two Facsimile Reference manuals are provided, the Basic Features manual and the Advanced Features manual. For Type 2 machines and Type 1 machines with options, NIC FAX Unit manual and NIC FAX Unit CD-ROM manual are also provided. Please refer to the manual that suits your needs.

Instructions for the optional ISDN Unit (ISDN G4 Interface Unit Type510) and the Extra G3 Interface Unit (G3 Interface Unit Type510) are included in the Basic Features and Advanced Features manuals.

Basic Features (this manual)

The Basic Features manual explains the most frequently used fax functions and operations.

Advanced Features

The Advanced Features manual describes more advanced functions and also explains settings for key operators.

❖ **Chapter 1 Transmission Mode**
Explains sending at a specific time without having to be by the machine and also taking advantage of off-peak telephone line charges.

❖ **Chapter 2 Communication Information**
Explains erasing a fax message stored in memory and checking the contents of any file in memory.

❖ **Chapter 3 Other Transmission Features**
Explains useful features for transmission. You can find out about dialing numbers easily.

❖ **Chapter 4 Reception Features**
Explains reception features. You can find out about screening out messages from anonymous senders.

❖ **Chapter 5 Copying**
Explains copying operations and functions.

❖ **Chapter 6 Facsimile User Tools**
Explains programming frequently used functions for User Function Key and setting the Date and Time.

❖ **Chapter 7 Key Operator Settings**
Explains functions the key operator handles . You can find out how to change the user parameter settings.

❖ **Chapter 8 Solving Operation Problems**
Explains clearing paper jams in the optional paper tray unit and the optional bypass tray unit. Things you should do when an Error Report or a Power Failure Report is printed are also explained.

❖ **Chapter 9 Maintaining Your Machine**
Explains changing the paper size in the paper trays, cleaning the scanner and so on.

❖ **Chapter 10 Appendix**
You can check the specifications for this machine.

NIC FAX Unit manual (on CD-ROM) (Option for Type1)

The NIC Fax Unit manual explains about the Internet Fax function, IP-Fax function, LAN FAX function and Scanner function.

❖ **Chapter 1 Getting Started**
Explains names and functions for the control panel and necessary settings. Software on the CD-ROM and how to install it are also explained.

❖ **Chapter 2 Using Internet Fax Functions**
Explains the Internet Fax function. You can send and receive documents by e-mail using the Internet.

❖ **Chapter 3 Using IP-Fax Functions**
Explains the IP-Fax function. You can send and receive documents between fax machines that are connected to the network using TCP/IP.

❖ **Chapter 4 Using LAN FAX Functions**
Explains the LAN Fax function. You can send documents that are created using computer applications. Editing the destinations in the Address Book that are used when sending by LAN Fax is also explained.

❖ **Chapter 5 Using Scanner Functions**
Explains sending scanned data as an image file attached to e-mail. The Network Delivery Scanner is also explained. You can deliver scanned data using the delivery server.

❖ **Chapter 6 Registering Addresses**
Explains how to register the destinations for Internet Fax, IP-FAX and Scanner using Quick Dial and Speed Dial. How to register an Address Template often used when specifying destinations is also explained.

❖ **Chapter 7 Making Settings through a Web Browser**
Explains the items you can check and set using a Web browser on a Network computer. The Help function is also explained.

❖ **Chapter 8 Troubleshooting**
Explains error messages and user parameter settings. When the display shows unusual information, check the list in this chapter and take the appropriate action.

❖ **Chapter 9 Appendix**
Explains important reports and lists that are printed when using Internet Fax function or PC FAX function. Specifications are also in this chapter.

NIC FAX Unit CD-ROM manual (Option for Type1)

Introduces the contents of the NIC FAX CD-ROM and the necessary operating environment for the CD-ROM. How to access the NIC FAX unit manual in PDF format on the CD-ROM is also explained.

Machine Types

This machine comes in two types.

	Type1	Type2
NIC FAX Unit	Option	Standard
Optional Paper Tray Unit	Standard [*1]	Option

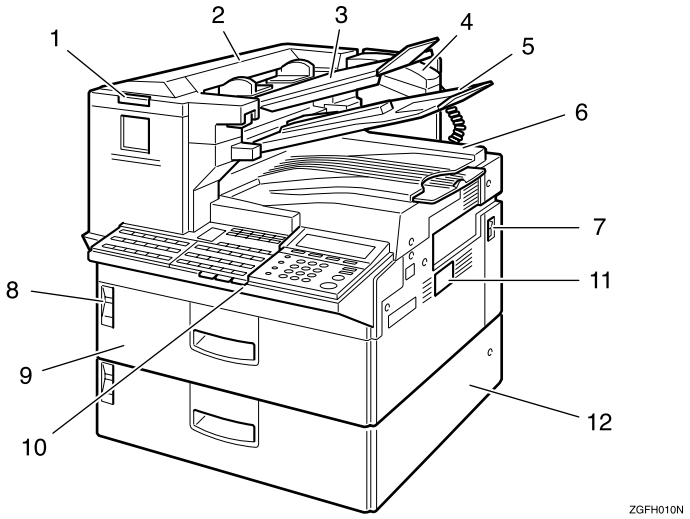
[*1] Type1 has two paper tray units as standard.

Guide to Components

1

Front View

The following illustration is for Type1.



1. Status Indicators

- ϟ Alarm
  Blinks red when an error occurs. Check the display and read the message to identify the problem.
- Communicating
  Lights during fax transmission or reception. Blinks while data is printed from a computer when the Printer Unit (Option) is installed.

2. Auto Document Feeder (ADF)

Set multi-page originals here to have them automatically scanned in one page at a time.

3. Original Tray

Set originals here for sending a fax and copying.

4. Optional Handset

This permits voice communication.

5. Original Output Tray

Scanned originals are stacked here.

6. Output Tray

Received fax messages and copies are stacked here.

7. Power Switch

The power switch turns your machine on and off.

8. Load Paper Indicator

Lights red when a paper tray is empty.

Lights yellow when a few sheets of paper are left.

9. Main Paper Tray

Load Paper here.

10. Control Panel

Operate the machine using keys and watching the display on the Control Panel.

11. Optional Card Slot

Insert an Optional 40MB Memory Card or Fax On Demand unit (option).

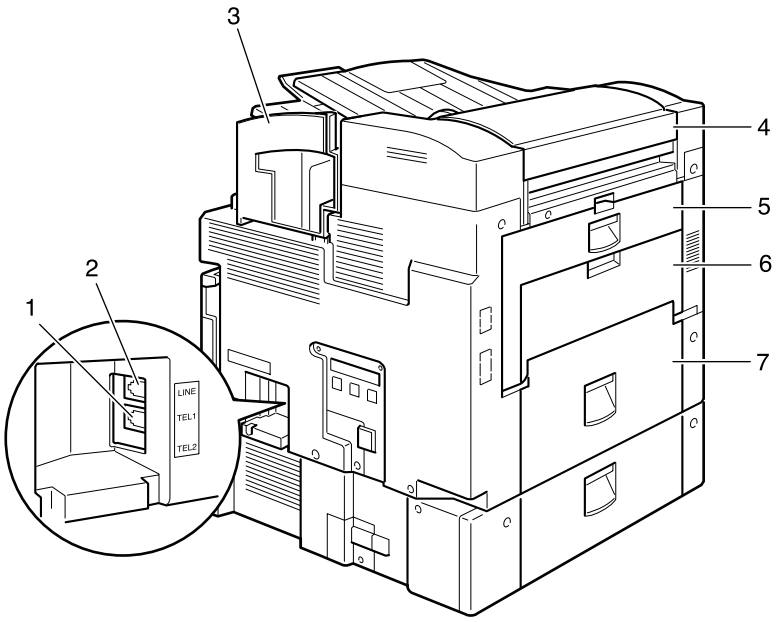
12. Optional Paper Tray Unit

This paper tray unit is option for Type2.

Type1 has two paper tray units as standard.

Rear View

The following illustration is for Type1.



1. Handset / External Telephone Connector

2. G3 Line Connector

3. Manual Pocket

4. Original Bypass Tray

Set non-standard size originals here.

5. Main Side Cover

Open this cover when changing the toner cartridge or installing the fusing maintenance unit.

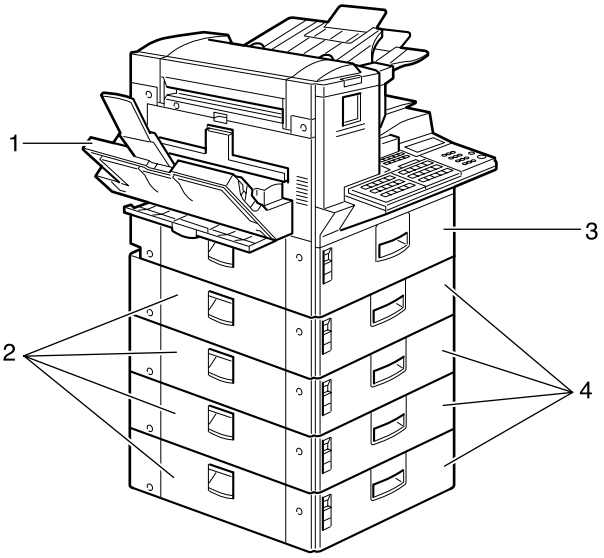
6. Bypass Tray Cover

Open when the optional bypass tray unit is installed.

7. Paper Tray Side Cover

Open to clear paper jams.

When the Optional Paper Supply Unit is Installed



1. Optional Bypass Tray Unit

Set non-standard size paper or special paper for receiving fax messages or copying.

2. Paper Tray Unit Side Cover

Open to clear paper jams.

3. Main Paper Tray

Load paper for received fax messages.

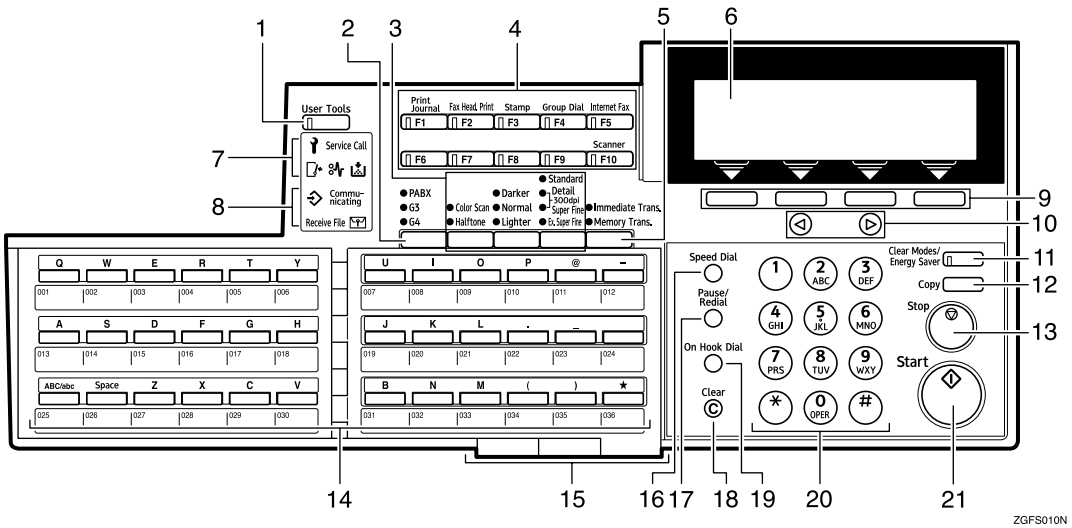
4. Optional Paper Tray Unit

Provides an extra paper source in addition to the main paper tray. You can install up to four of these units.

Type1 has two paper tray units as standard.

Control Panel

The following illustration is for Type2.



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1. 【User Tools】 key

Press to access the User Tools settings and customize various functions to meet your specific requirements.

2. 【Line Selection】 key

Press to select G3, G4 or PABX.

3. Scan Setting Selection Keys

❖ 【Original Type】 key

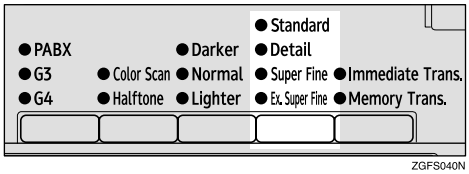
- Color Scan (Only for Type2, and Type1 with the optional NIC FAX Unit)
  Select when scanning color originals using the optional scanner function.
- Halftone
  Select halftone when faxing or copying photographs or illustrations with fine gradations. Also can be used for color originals.

❖ 【Image Density】 key

Press to change the image density setting (Darker, Normal, or Lighter).

❖ 【Resolution】 key

- Type1
  Press to select the level of detail (Standard, Detail, Super Fine or Extra Super Fine) to be sent.



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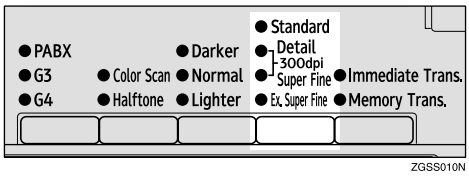
Note

❒ When receiving fax messages or copying with Extra Super Fine, Optional 40MB Memory Card is required.

- Type2
  Press to select the level of detail (Standard, Detail, Super Fine, Extra Super Fine or 300dpi) to be sent. 300dpi can be selected only with the scanner function of Type2 and Type1 with the optional NIC FAX Unit.



Note

❒ When receiving fax messages or copying with Extra Super Fine, Optional 40MB Memory Card is required.

4. User Function keys

Each of these can be programmed for rapid access to frequently used functions.

❖ Functions Programmed by Default

❖ Type1

Key	Function
F1	Print Journal
F2	FAX Header Print
F3	Stamp
F4	Group Dial

❖ Type2 and Type1 with the optional NIC FAX Unit

Key	Function
F1	Print Journal
F2	FAX Header Print
F3	Stamp
F4	Group Dial
F5	Internet Fax
F10	Scanner

5. 【Transmission Mode】 key

Press this key to switch between Memory Transmission and Immediate Transmission modes.

6. Display

This guides you through tasks and informs you of the machine status. Messages appear here.

7. Alarm Indicators

❖ Cover Open Warning Indicator

Lights if a cover is open. Make sure all covers are firmly closed.

❖ Paper Jammed Indicator

Lights if paper is jammed. Remove the jammed paper as instructed on the display. See p.110 “Clearing Paper Jams” and p.261 “Clearing a Paper Jam in the Optional Paper Supply Units”, <*Advanced Features*>.

❖ Add Toner Indicator

Blinks when toner is low and lights when toner has completely run out. See p.113 “Replacing the Toner Cartridge”.

❖ Call Service Indicator

Lights to indicate when the machine has broken down. If lit, please contact your service representative.

8. Status Indicators

These indicators display the current status of the unit.

❖ Data-in Indicator

When the optional Printer Interface is installed, this indicator blinks when the machine is receiving data from a computer. When lit, the machine is waiting for data from a computer.

❖ Communicating Indicator

Lights during reception or transmission.

❖ **Receive File Indicator**

Lights when a message has been received into memory with any function other than Confidential Reception or Memory Lock. See p.111 "Substitute Reception", <*Advanced Features*>.

❖ **Confidential Reception/Memory Lock Indicator**

Lights when a message has been received into memory with the Confidential Reception function or Personal Box function. See p.46 "Printing a Confidential Message", <*Advanced Features*> and p.67 "Printing Personal Box Messages", <*Advanced Features*>.
Blinks when a message has been received with the Memory Lock function. See p.48 "Printing a Memory-locked Message", <*Advanced Features*>.

9. Selection keys

These keys match the keys shown on the display. Press them to select or set functions.

10. ◁ ▷ keys

Press to move the cursor or select functions.

11. 【Clear Modes/Energy Saver】 key

- Clear Modes: Cancel the current settings and return to the standby mode (except when accessing the User Tools).
- Energy Saver: Hold down this key for about 2 seconds to manually enter Energy Saver mode. The machine automatically enters Energy Saver mode about 5 minutes after the last operation is carried out. See p.300 "Energy Saving", <*Advanced Features*>.

12. 【Copy】 key

Press to copy the original currently loaded in the ADF.

13. 【Stop】 key

Press to stop an Immediate Transmission, scanning of a Memory Transmission, or a report being printed. Also can be used to delete entered characters.

14. Quick Dial keys

Use to dial numbers with a single touch or to enter letters and symbols. Also use for the Group Dial function.

You can select from two types of keyboard layout: QWERTY (as shown in the illustration) and ABCD. See p.205 "Key Layout", <*Advanced Features*>.

15. Quick Dial Key Flip Plate

There are three Quick Dial Key Flip Plates.

- To access Quick Dials 【001】 to 【036】, flip all plates right.
- To access Quick Dials 【037】 to 【072】, flip one plate left.
- To access Quick Dials 【073】 to 【108】, flip two plates left.
- To access Quick Dials 【109】 to 【144】, flip all plates left.

16. 【Speed Dial】 key

Press to specify a destination programmed in a Speed Dial.

17. 【Pause/Redial】 key

Pause: Inserts a pause when you are dialing or storing a fax number. A pause cannot be inserted as the first digit.

Redial: Press to redial one of the last ten numbers.

18. 【Clear】 key

Deletes one character or digit.

19. 【On Hook Dial】 key

Use to dial a number from the number keys without having to lift the handset.

20. Number keys

Use to dial fax numbers or enter the number of copies.

21. 【Start】 key

Press to start all tasks.

Reading the Display

The machine status and instructions are shown on the display.

Important

❒ Do not apply a strong shock or force of about 30N *1 (about 6.8 lbf *2) or more to the panel display. Otherwise, the display might be damaged.

*1 N = Newton
*2 lbf = weight pound

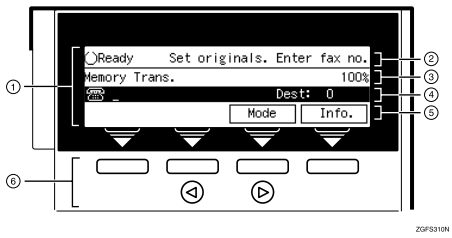
Note

❒ Functions that have been selected are highlighted (for example Normal). Keys that you cannot select are shown with a dashed outline (for example Next).

❒ Functions which are displayed on the display depend on whether the options are installed or not.

Reading the Display and Using Keys

❖ Standby Display



① The display of the currently selected function

② Machine status and messages

③ Amount of free memory

④ Entered fax number and number of destinations entered so far

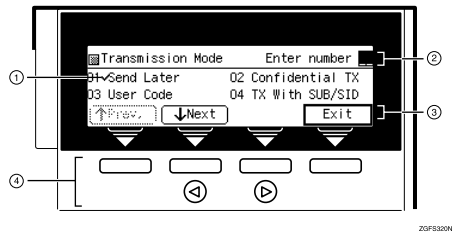
⑤ Display for items which can be selected

⑥ Press these keys to select the function or setting name that appears on the display immediately above each key.

Note

❒ When you specify multiple destinations, you can check the destinations which have already been specified on the display by pressing ◁ or ▷ .

❖ Menu Display



① If you select a function, a ✓ mark will appear next to it.

Note

❒ The functions that are displayed differ according to installed options.

② Operation status and messages

③ Items or commands you can select

④ Press these keys to select the item or command that appears on the display immediately above each key.

Note

❒ Each time you press ◁ the selected item moves one position to the left.

❒ Each time you press ▷ the selected item moves one position to the right.

Restricted Access

Use this function to restrict access to the machine or monitor machine usage by user or department. When turned on, users must enter a previously assigned code before they can use the machine.

In order to use this function you need to program User Codes (Personal Box SUB Codes) beforehand. See p.247 “Registering/Editing Personal Boxes”, <*Advanced Features*>.

Note

❒ Turn this function on or off with the User Parameters (switch 05 bits 4,5). See p.178 “User Parameters”, <*Advanced Features*>.

❒ You can control at what times of the day Restricted Access is turned on by linking it to the Night Timer feature with the User Parameters (switch 05 bits 4,5). If you do this, Restricted Access is turned on at the Night Timer "on" time, and turned off at the Night Timer "off" time. See p.176 “Night Timer”, <*Advanced Features*>.

❒ When Restricted Access is turned on, incoming faxes are received and printed as normal. When “On when the Night Timer is on” is selected with the User parameters (switch 05 bits 4,5), incoming fax messages are printed when the Night Timer is off.

❒ User names printed on all reports are those used by the Personal Box function.

❒ When a user code is assigned to a Quick Dial key, restricted access is cancelled by pressing the Quick Dial key.

① Check that the Restricted Access display is shown.

② Enter your user code with the number keys.

Note

❒ When you make a mistake, press the 【**Clear**】 key or the 【**Stop**】 key.

③ Press **[OK]**.
The user name is displayed.

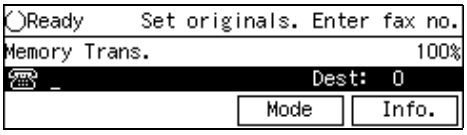
Note

❒ When you enter a user code which is not programmed, an error message appears and the display from step ① is shown.

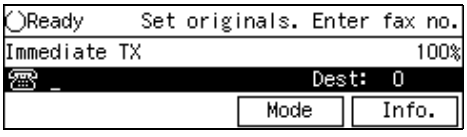
Standby Display

While the machine is in standby (immediately after it is turned on or after the 【**Clear Modes/Energy Saver**】 key is pressed), the following display is shown.

❖ When Memory Transmission is selected



❖ When Immediate Transmission is selected



Note

❒ To return the machine to standby, do one of the following:

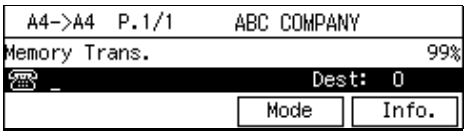
- If you have set the original and have not pressed the 【Start】 key, remove the original.
- If you have not set an original, press the 【Clear Modes/Energy Saver】 key.
- If you are in User Tools mode, press the 【User Tools】 key.

Communication Display

While the machine is communicating, the status is displayed.

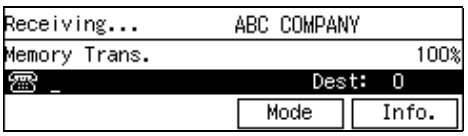
❖ Display during Memory Transmission

The destination's name or fax number appears at the top of the LCD display.



❖ Display during Memory Reception

The destination's name or fax number appears at the top of the LCD display.

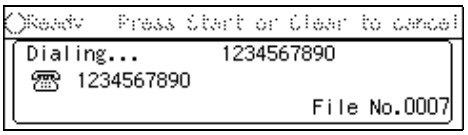


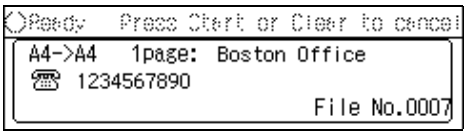
Note

❒ Even when the machine is sending or receiving a fax message from/into memory, you can still scan the next original into memory.

❖ Immediate Transmission:

The destination's name or fax number appears at the top of the LCD display.

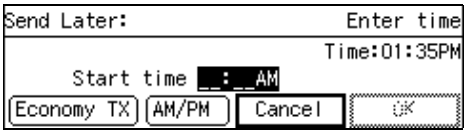




Display Prompts

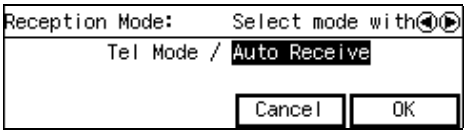
Depending on the situation, the machine will show various prompts on the display.

❖ Instructions and Requests

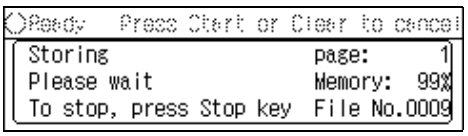


❖ Questions

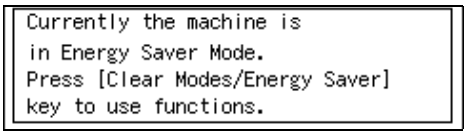
❖ Selections



❖ Status



Energy Saver Mode



Exiting Energy Saver Mode

To exit Energy Saver mode manually:

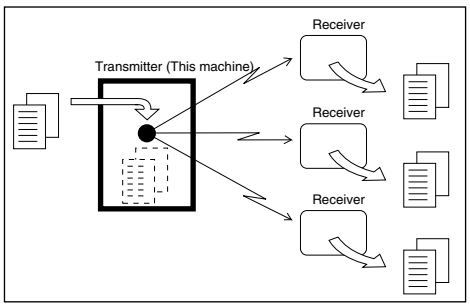
- In Energy Saver Standby mode, press the **【Clear Modes/Energy Saver】** key.
- In Fax Standby mode, press any key.
- Set an original.
- Pick up the optional handset.

Transmission Modes

There are two types of transmission.

❖ **Memory Transmission**

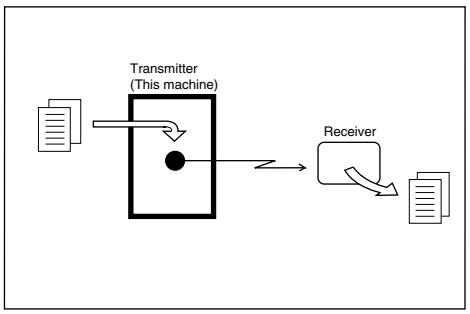
The fax is stored in memory, and then transmitted automatically.
This is convenient when you want to remove originals quickly.
You can send the same message to more than one destination in a single operation. This technique is referred to as Broadcasting.



GDRH230E

❖ **Immediate Transmission**

The machine dials immediately and transmits the fax while scanning.
This is convenient when you want to send an original immediately and want to check whether you have successfully connected with the other party's fax machine.
The fax is not stored in memory.



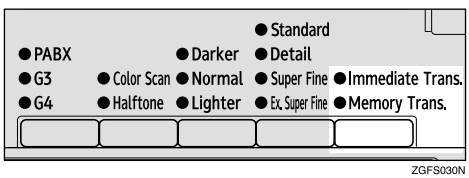
GDRH240E

Important

❒ If there is a power failure, the power switch is turned off, or the plug is pulled out for 12 hours or longer, all originals stored in memory are deleted. As soon as power is restored, the Power Failure Report is printed to help you identify deleted originals. See p.264 "Power Failure Report", *<Advanced Features>*.

Switching between Memory Transmission and Immediate Transmission

Press the **【Transmission Mode】** key to switch between Memory Transmission and Immediate Transmission. When the indicator of the **【Immediate Trans.】** key is lit, Immediate Transmission is selected. When the indicator of the **【Memory Trans.】** key is lit, Memory Transmission is selected.



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Note

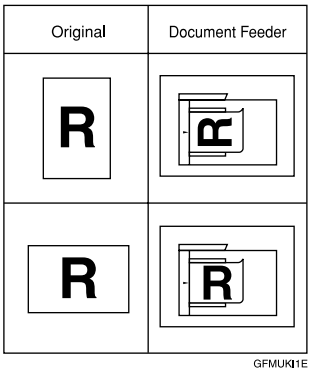
❒ You can set whether the machine is in Memory Transmission mode or Immediate Transmission mode right after the power is turned on or the 【Clear Modes/Energy Saver】 key is pressed with the User Parameters (switch 00 bit 6). See p.178 “User Parameters”, <*Advanced Features*>.

❒ You can set whether the Transmission mode returns to the default mode after each transmission with the User Parameters (switch 01 bit 7). See p.178 “User Parameters”, <*Advanced Features*>.

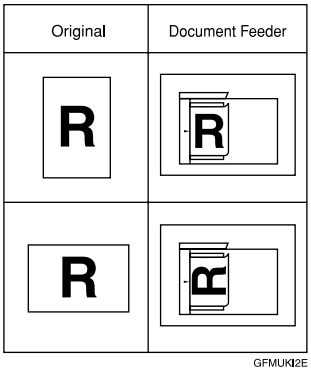
Setting Originals

You can set your originals in the Document Feeder.

❖ **How to set A4, B4, A3, 8 1/2"×11", 8 1/2"x14" and 11"x17" size originals**



❖ **How to set A5, B5 and 8 1/2"× 5 1/2" size originals**



Note

❒ When sending a fax, the image output at the other end depends on the size and direction of paper used in the receiver's terminal. If the receiver does not use paper of the same size and direction as that of the original, the fax image size may be reduced on output, trimmed at the both edges, or divided into two or more sheets. When sending an important original, we recommend that you ask the receiver about the size and direction of the paper used in their terminal.

❒ Make sure that all ink, correcting fluid, etc. has completely dried before setting your original. If it is still wet, the scanner will be marked and those marks will appear on the received image. When the scanner is dirty, a warning message is displayed after scanning is complete. See p.101 "Scanner Cleaning Message", <*Advanced Features*>.

❒ If you try to scan an almost completely blank original (for example the wrong side of an original), an alarm sounds. See p.101 "Blank Sheet Detect", <*Advanced Features*>.

❒ You can set the original any time up until you press the 【**Start**】 key.

Loading Originals in the Document Feeder

Use the Document Feeder to scan in a stack of originals in one operation. The Document Feeder can handle single-sided originals.

Note

❒ The maximum original length is 600mm (23.7") with manual assistance.

❒ Set all the originals to be sent in a single stack.

❒ When sending two-sided originals, use the duplex original function. See p.94 "Duplex Original Settings", <*Advanced Features*>.

❒ When you want to set originals for a transmission individually or more than two times, use the Batch Original Documents Transmission function. See p.96 "Batch Original Documents Transmission", <*Advanced Features*>.

❒ Do not open the Document Feeder while it is scanning the originals or an original could become jammed.

❒ If an original jams, press the 【Clear/Stop】 key, and then remove the original carefully.

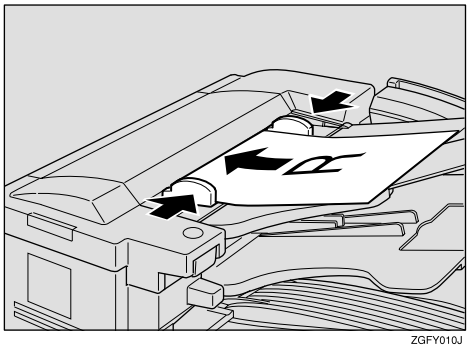
❒ The maximum number of originals you can set in the ADF is 75 pages for A4 and $8^1/_2$" x 11", 30 pages for A3, and 40 pages for B4 size originals.

❒ If your original is bent or folded, flatten it before you set it.

Reference

For information about the sizes and number of originals that can be set in the Document Feeder, see p.296 "Acceptable Types of Originals", <*Advanced Features*>.

1 Adjust the original guide to match the size of your originals. Align the edges of your originals and stack them in the Document Feeder face up. Adjust the original guide to match the size of the originals again.



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Note

❒ Set the originals gently.

Setting Paper in the Original Bypass Tray

Set your original in the original bypass tray if it falls under any of the following categories:

- It is longer than 600mm (23.7")
- The front side is shiny of smooth
- The back side is written in pencil

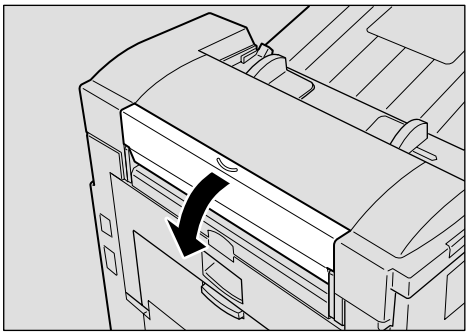
Limitation

❒ The machine can scan originals up to 1,200mm (47.3") long.

❒ You can only set one page at a time in the original bypass tray.

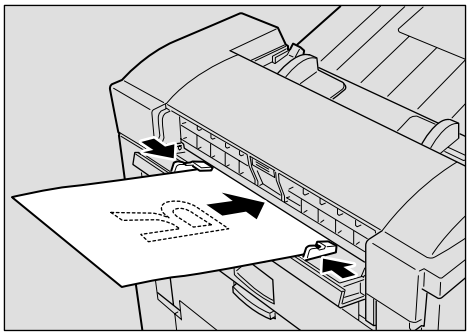
❒ Do not set another original in the Auto Document Feeder (ADF) while an original is being scanned from the original bypass tray or a jam could occur.

1 Open the original bypass tray in the direction of the arrow.



ZGFY040J

2 Adjust the original guides to match the width of your original. Then set your original with the side you want to send facedown.



ZGFY050J

Note

❒ Slowly insert the original into the original bypass tray while it is automatically fed in.

❒ If your fax original or copy original is longer than 420mm (16.6"), support it with your hand.

Originals Unsuitable for the Auto Document Feeder (ADF)

Do not set the following types of originals in the Auto Document Feeder (ADF) because they may be damaged.

- Originals of sizes other than those specified in p.296 "Acceptable Original Sizes", <*Advanced Features*>
- Originals containing staples or clips
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as art paper, aluminum foil, carbon paper, or conductive paper
- Originals with indexes, tags, or other projecting parts
- Originals of inappropriate thickness as postcards
- Bound originals such as books
- Originals with a smooth or shiny front surface
- Originals with pencil writing on the back

Note

❒ To avoid damage to important original or originals through mishaps, such as paper jams, we recommend that you set copies of such documents.

Originals Unsuitable for the Original Bypass Tray

Setting any of the following types of original in the original bypass tray could cause a paper jam and/or damage to originals:

- Originals of sizes other than those specified in p.296 "Acceptable Original Sizes", <*Advanced Features*>
- Originals containing staples or clips
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as art paper, aluminum foil, carbon paper, or conductive paper
- Originals with indexes, tags, or other projecting parts
- Bound originals suck as books
- Thin and soft originals
- Sticky originals such as translucent paper

Memory Transmission

Memory Transmission is convenient because:

- Fax originals can be scanned much more quickly. Your scanned original is stored in the memory, and then sent automatically, meaning you do not have to wait for your original to be sent.
- While your fax original is being sent, another user can operate the machine (people do not have to wait long to use the fax machine).
- You can send the same original to more than one place with the same operation. (Broadcasting)

Important

❒ If there is a power failure (power switch is off) or the plug is pulled out for 12 hours or longer, all the files stored in memory are deleted. As soon as the power switch is turned on, the Power Failure Report is printed to help you identify deleted files. See p.264 "Power Failure Report", <*Advanced Features*>.

Limitation

❒ If memory is full (0% appears on the display), Memory Transmission is disabled. Use Immediate Transmission instead.

Note

❒ Maximum number of destinations per Memory Transmission: 250

❒ The maximum number of destinations awaiting memory transmission that you can specify is 500 (2000 when the optional Function Upgrade Unit is installed).

❒ The number of pages that you can store in memory depends on the original images and the scan settings. You can store up to 560 standard pages (ITU-T #1 chart, Resolution: Standard, Original Type: Halftone Off).

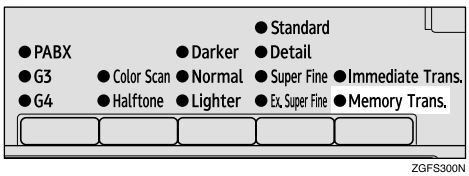
❒ You can expand the amount of memory available for storing originals by installing either of the following options:

- Optional 40MB Memory Card: Up to about 1,200 pages.
- Optional 40MB Memory Card and Function Upgrade Unit: Up to about 3,000 pages.

❒ The theoretical maximum number of destinations you can enter with the number keys is 100 (1000 when the optional Function Upgrade Unit is installed), but this will depend on the amount of memory currently available.

❒ Combined total number of destinations that can be stored: 500

1 Make sure that the Memory Transmission indicator is lit.



If it is not lit, press the **【Transmission Mode】** key.

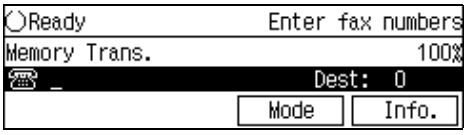
2 Set the original.

Reference

p.31 "Setting Originals"

3 Select any scan settings you require. See p.42 "Scan Settings".

4 **Specify the destination.**



Note

❒ If you make a mistake, press the 【Clear】 or 【Stop】 key, and then enter the correct number again.

❒ You can select the line type when you specify the destination with the number keys or the chain dial.

Reference

p.46 “Dialing”

p.49 “Using Quick Dials”

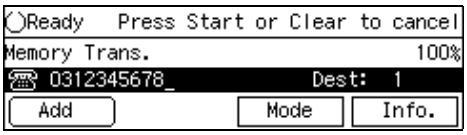
p.49 “Using Speed Dials”

p.50 “Using Groups”

p.75 “Chain Dial”, <*Advanced Features*>

p.77 “Redial”, <*Advanced Features*>

5 **If you want to send the same message to more than one destination, press [Add].**

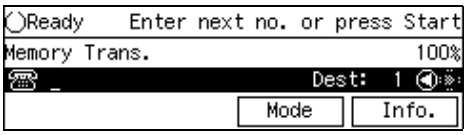


Note

❒ When you want to send the message to only one destination, go to step **7**.

❒ When destinations are specified using Quick Dial or Group Dial with Quick Dial keys successively, those destinations can be added without pressing **[Add]**. You can set whether to require to press **[Add]** when specifying destinations using Quick Dials successively with the User Parameters (sw 09, bit 6). See p.178 “User Parameters”, <*Advanced Features*>.

6 **Specify another destination.**

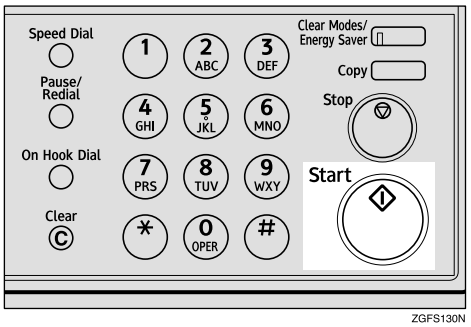


Note

❒ You can check the destinations already specified by pressing ◁ or ▷.

❒ To specify another destination, repeat step **5** and **6**.

7 **Press the 【Start】 key.**



The machine starts scanning the original.

The machine calls the destination. The name or fax number which is programmed as the Own Name or Own Fax Number at the other end is shown on the top of the display.

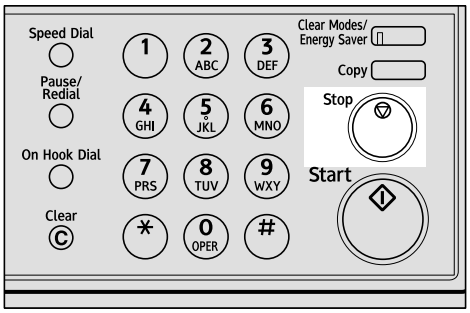
Reference

p.55 “Own Name/Fax Header/Own Fax Number”

Canceling a Memory Transmission

Before the Start Key is Pressed

1 **Press the 【Stop】 key or the 【Clear Modes / Energy Saver】 key.**



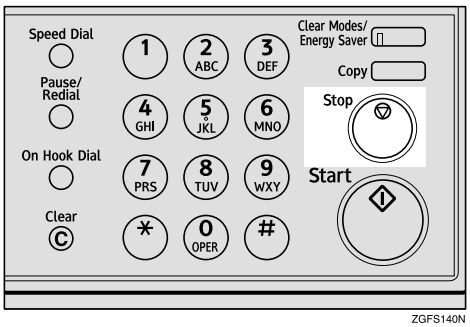
ZGFS140N

Note

❒ When you have already set the original, you can also cancel the transmission by removing the original from the machine.

While the Original is Being Scanned

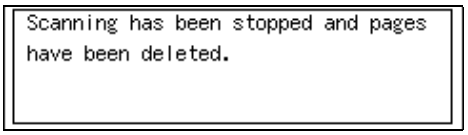
1 **Press the 【Stop】 key.**



ZGFS140N

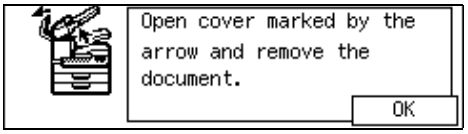
The machine will stop storing the original and the data will not be sent.

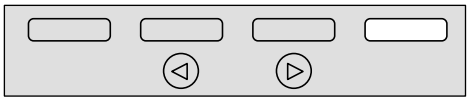
The following message appears on the display.



When the Original is Jammed

1 **Read the message on the display, and then press [OK].**



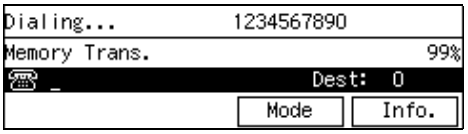


ZGFS220J

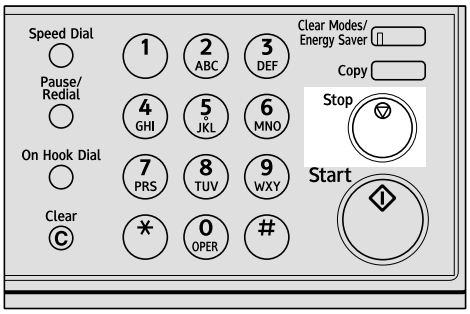
2 **Remove the original.**

During Dialing

❖ The display when dialing

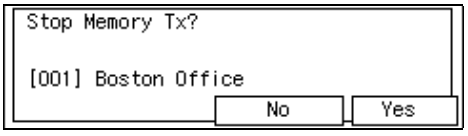


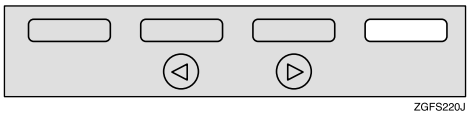
1 **Press the 【Stop】 key.**



ZGFS140N

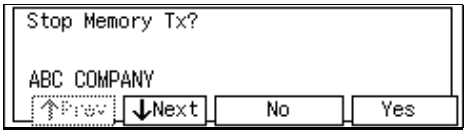
2 **Press [Yes].**

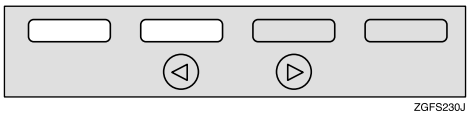




ZGFS220J

When the Optional Extra G3 Interface Unit is installed and fax messages are sent by each line, you can select which message is stopped.





ZGFS230J

While the Original is Awaiting Transmission or During Transmission

Use this procedure to cancel a transmission after the original has been scanned.

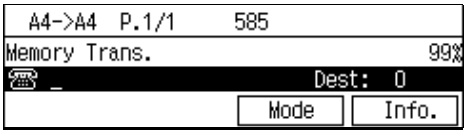
Note

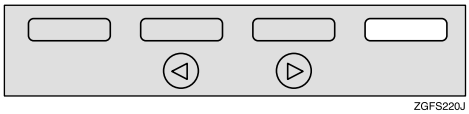
❒ If transmission finishes while you are carrying out this procedure, it will not be canceled.

❒ If you cancel a message while it is being sent, transmission is halted as soon as you finish this procedure. However, some pages of your message may have already been sent. All pages, up to the page before scanning stopped, are sent to the other end.

❒ During transmission, you can cancel the transmission by pressing the 【Stop】 key.

1 **Press [Info.].**



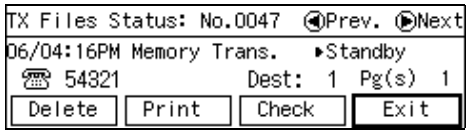


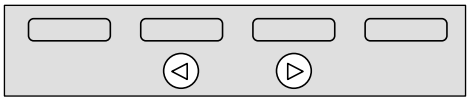
ZGFS220J

The Information menu is shown.

2 **Enter the code for "Check/Cancel Files" with the number keys.**

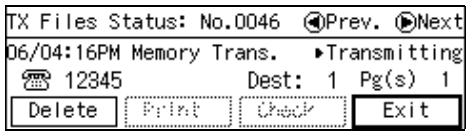
3 **Press ◁ or ▷ until the file you want to delete is shown.**

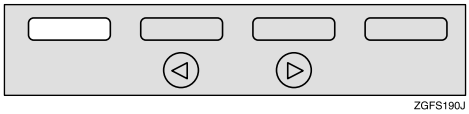




ZGFS250J

4 **Press [Delete].**

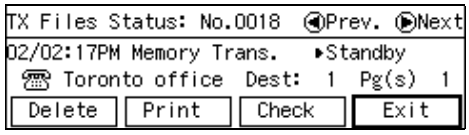




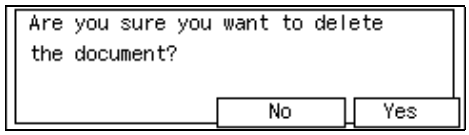
ZGFS190J

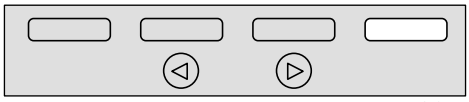
Note

❒ When the file is awaiting transmission, the following display is shown.



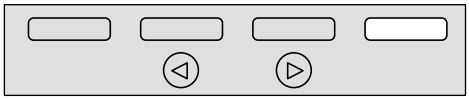
5 **Press [Yes].**





ZGFS220J

6 **Press [Exit].**



ZGFS220J

The file is erased, and the machine will return to the standby display.

Immediate Transmission

Immediate Transmission is convenient when:

- You want to send an original immediately as it is scanning.
- You want to quickly check whether you have successfully connected with the other party's fax machine.
- Your machine's memory is getting full.

The machine dials immediately after you press the 【Start】 key. The message is scanned and transmitted page by page without being stored in memory.

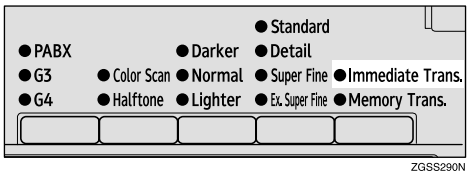
Note

❒ You can only specify one destination for Immediate Transmission.

❒ When the Backup File Transmission Setting is on, immediate transmission cannot be used. See p.243 "Backup File Transmission Settings", <*Advanced Features*>.

1 Check that the Immediate Transmission indicator is lit.

If it is not lit, press the 【Transmission Mode】 key.



ZGSS290N

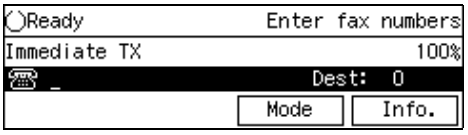
2 Set your original.

Reference

p.31 "Setting Originals"

3 Select any scan settings you require. See p.42 "Scan Settings".

4 Specify the destination.



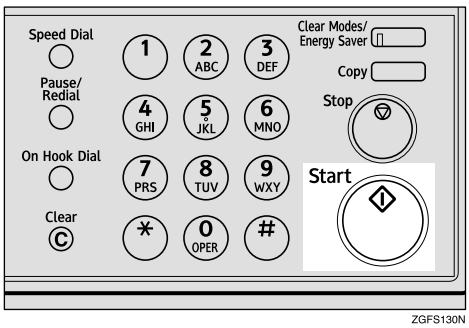
If you make a mistake, press the 【Clear】 key or the 【Stop】 key, and then enter the correct number again.

Reference

p.46 "Dialing"

See p.75 "Chain Dial", <*Advanced Features*>.

5 Press the 【Start】 key.



ZGFS130N

The machine calls the destination. While it is dialing, the number or name which is programmed as the Own Name or Own Fax Number in the machine of the other party is shown on the display. When connected, the machine starts scanning the original.

Reference

p.55 "Own Name/Fax Header/Own Fax Number"

After transmission, the machine will return to the standby display.

If the Connection Could Not be Made

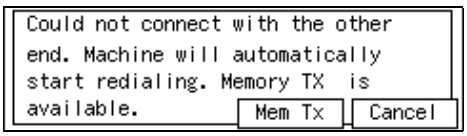
If it is not possible to make a connection with the number you specified because the line was busy or there was a line problem, the machine redials up to two times at minute intervals.

When you want to remove originals quickly or want to send other originals, switch to Memory Transmission.

Note

❒ If communication stops during immediate transmission, an originals could be jammed. Remove the original and send the jammed originals again. See p.108 “Clearing Original Jams”.

1 The following message will appear on the display when it is not possible to connect with the other party.



The machine dials to the other party every minute.

Switching to Memory Transmission

① Press **[Mem Tx]**.
The machine switches to Memory Transmission, and starts scanning originals. After the fax message is stored into memory, the machine sends the fax message.

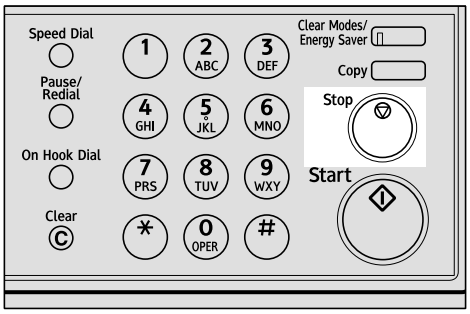
Canceling this Transmission

① Press **[Cancel]**.
The machine will return to standby display.
Remove the original.

Canceling an Immediate Transmission

Before the Start key is Pressed

1 **Press the [Stop] key.**



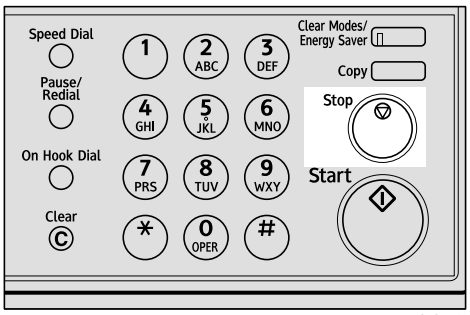
ZGFS140N

Note

❒ When you have already set the original, you can also cancel the transmission by removing the original from the machine.

After the Start key is Pressed

1 **Press the [Stop] key, and then remove the original.**



ZGFS140N

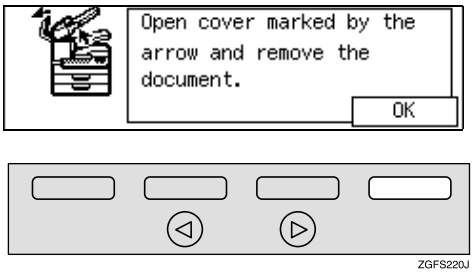
Note

❒ If the transmission finishes while you are carrying out this procedure, it will not be canceled.

❒ Already scanned parts of the original are sent to the other end.

When the Original is Jammed

1 **Read the message on the display and press [OK].**



ZGFS220J

2 **Remove the original.**

Reference

See p.108 “Clearing Original Jams”.

Scan Settings

You may want to send many different types of fax messages. Some of these may be difficult to reproduce at the other end. However, your machine has three settings that you can adjust to help you transmit your original with the best possible image quality.

❖ **Resolution:**
Standard, **Detail**, **Super Fine**, **Extra Super Fine** [*1]

[*1] When receiving fax messages or copying with Extra Super Fine, Optional 40MB Memory Card is required.

❖ **Image Density:**
Darker, **Normal**, **Lighter**

❖ **Original Type:**
Text, **Halftone**, **Color Scan** (Option for Type1)

Note

❒ You can set whether the machine returns to the same settings after the power switch is turned on for each communication with the User Parameters (switch 01 bit 7). See p.178 "User Parameters", *<Advanced Features>* .

Resolution

Images and text are scanned into the machine by converting them to a sequence of dots. The frequency of dots determines the quality of the image and how long it takes to transmit. Therefore, images scanned at high resolution (**Super Fine**) have high quality but transmission takes longer. Conversely, low resolution (**Standard**) scanning results in less quality but your original is sent more quickly. Choose the setting that matches your needs based upon this trade off between speed and image clarity.

The scanner function can be used with NIC FAX Unit (Option for Type1). When you use the scanner function, you can choose 300x300dpi. For details, see "Using Scanner Functions" in the NIC FAX Unit manual.

❖ **Standard (8×3.85 lines/mm, 200×100dpi)**
Select for originals containing normal sized characters.

❖ **Detail (8×7.7 lines/mm, 200×200dpi)**
Select for originals containing small characters or when you require greater clarity. This resolution is twice as fine as Standard.

❖ **Super Fine (16×15.4 lines/mm, 400×400dpi)**
This is suitable for originals with small characters like newspapers. Select for originals with very fine details or when you require the best possible image clarity. This resolution is eight times as fine as Standard.

❖ **Extra Super Fine (24×23.1 lines/mm, 600×600dpi)(When receiving a fax message or copying, Optional 40MB Memory Card is required.)**
This is suitable for originals with small characters or geometric figures like newspapers.
Select when you require finer image clarity than super fine.

Limitation

❒ If the other party's machine does not support the resolution at which you are sending, this machine automatically switches to a resolution which is supported. This machine can send with **Standard**, **Detail**, **Super Fine** and **Extra Super Fine**. Even if you send the original with **Extra Super Fine**, the other party's machine may receive it with **Fine** (8x15.4lines/mm, 200x400dpi) or **Detail** (8x7.7lines/mm, 200x200dpi).

❒ When copying or receiving with **Extra Super Fine**, Optional 40MB Memory Card is required. Turn the "EXTRA SUPER FINE IN COPY MODE" and "EXTRA SUPER FINE IN RECEPTION MODE" on with the User Parameters (switch 20 bit 1 and bit 3). See p.178 "User Parameters", <*Advanced Features*>.

❒ When sending with **Extra Super Fine**, turn the "EXTRA SUPER FINE IN TRANSMISSION MODE" on with the User Parameters (switch 20 bit 2). See p.178 "User Parameters", <*Advanced Features*>.

Note

❒ This machine can receive fax messages with **Standard**, **Detail**, **Super Fine**, **Extra Super Fine** (option).

❒ You can check the resolution type with the Journal.

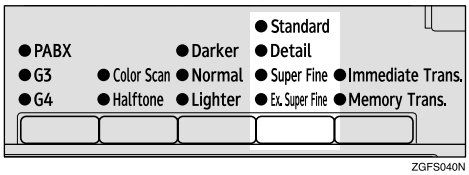
❒ When receiving fax messages or printing reports and lists, or copying with **Extra Super Fine** (option), the "Length Reduction"function cannot be used.

❒ When turning the "EXTRA SUPER FINE IN TRANSMISSION MODE" and "EXTRA SUPER FINE IN RECEPTION MODE" on with the user parameters (switch 20 bit 2,3), sending or receiving faxes on multiple lines is not possible. Copies and received documents cannot be printed either.

❒ To select 300x300dpi, NIC FAX Unit (Option for Type1) is required. 300x300dpi can be used with the scanner function. When sending fax messages with 300x300dpi, the machine switches to **Detail** automatically.

❒ You can set the resolution type after the power is turned on or the 【**Clear Modes / Energy Saver**】 key is pressed with the user parameters (switch 00 bit 5,4). See p.178 "User Parameters", <*Advanced Features*>.

1 Press the 【Resolution】 key to switch between resolutions. The indicators above the key show the current selection.



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Note

❒ When **Detail** and **Super Fine** are lit at the same time, 300x300dpi (option) is selected.

Image Density

❖ **Normal**
This is the standard image density.

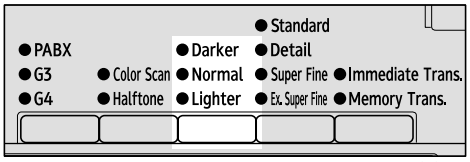
❖ **Darker**
Use if originals contain faint characters or handwriting.

❖ **Lighter**
Use if the image is dark and would otherwise be reproduced as black at the other end.

Note

❒ You can set the Image Density when the machine is turned on or the 【Clear Modes/Energy Saver】 key is pressed with the User Parameters (switch 00 bit 3, 2, 1). See p.178 "User Parameters", <*Advanced Features*>.

1 **Press the 【Image Density】 key until the appropriate indicator lights.**



Original Type

If your original contains photographs or colored illustrations, select **Halftone** to optimize image clarity.

When you select **Color Scan**, color originals can be scanned with the scanner function (option). For details, see "Scanning a Color Original" in the NIC FAX Unit manual.

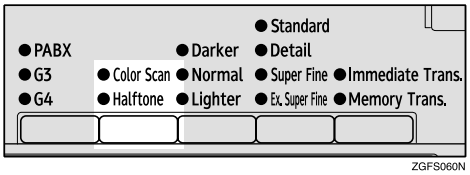
Note

❒ If you select **Halftone**, the transmission will take longer than when it is not selected.

❒ **Color Scan** cannot be selected with fax transmission.

❒ You can set whether Halftone is selected after the power switch is turned on or the 【Clear Modes / Energy Saver】 key is pressed with the User Parameters (switch 00, bit 7). See p.178 "User Parameters", <*Advanced Features*>.

1 **Press the 【Original Type】 key.**



Speed Mode and Standard Mode

Halftone Method has two modes, Speed Mode and Standard Mode. When you select Speed Mode, the originals can be transmitted faster, but the image could be inferior to Standard Mode.

Note

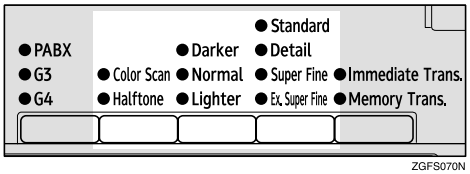
❒ You can set Halftone Method with the User Parameters (switch 10, bit 7). See p.178 “User Parameters”, <*Advanced Features*>.

Changing Scan Settings

When sending multiple originals using the document feeder (ADF), you can set scan settings for every page.

1 Check which pages you want to change the scan settings for.

2 Make the scan settings for the next page while the previous page is scanned.



Dialing

There are four main ways to dial a number:

❖ **Entering Numbers Directly**
See p.46 “Entering Numbers Directly”.

❖ **Using Quick Dials:**
See p.49 “Using Quick Dials”.

❖ **Using Speed Dials:**
See p.49 “Using Speed Dials”.

❖ **Using Groups**
See p.50 “Using Groups”.

Entering Numbers Directly

Enter numbers directly using the number keys on the right side of the control panel.

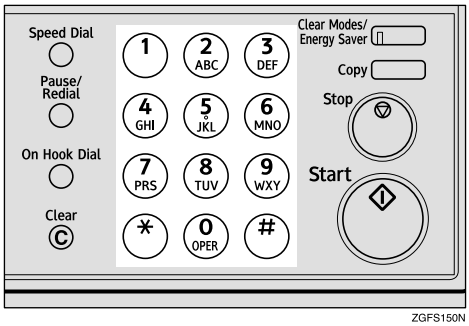
Note

❒ Maximum length of a fax number: 254 digits

❒ You can insert pauses and tones in a fax number. See p.47 “Pause” and p.47 “Tone”

1 **Set your original and select any scan settings you require.**

2 **Enter the fax number with the number keys.**



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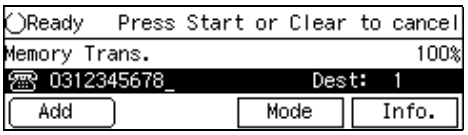
The digits appear on the display as you enter them.



Note

❒ If you make a mistake, press the 【Clear】 key or 【Stop】 key and enter the number again.

❒ When the Optional ISDN Unit is installed, select G3 or G4.

3 **Press the 【Start】 key.**

Limitations when dialing with the number keys

Fax numbers entered with the number keys are stored in internal memory (separate from memory for storing original data). Therefore, using the number keys, you cannot program more than 100 numbers (1,000 numbers when the Optional Function Upgrade Unit is installed) for the following:

- Destinations specified in a Memory Transmission (including Confidential Transmission and Polling Reception)
- Transfer Stations and End Receivers specified in a Transfer Request
- Destinations and Transfer Stations Specified in a Group

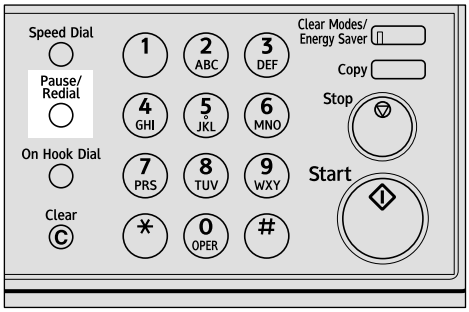
For example, when 90 destinations are programmed in a Group with the number keys, only 10 destinations can be dialed for Memory Transmission from the number keys.

Note

- When this machine is requested to transfer a call (i.e. becomes a Transfer Station), two fax numbers are automatically stored. Therefore, the number of destinations that can be dialed from the number keys decreases by two whenever this machine is requested to transfer a call.
- When a total of 100 fax numbers (1,000 numbers when the Optional Function Upgrade Unit is installed) is stored, memory transmission dialing with number keys cannot be used. Use immediate transmission, or memory transmission dialing with quick dial, speed dial or group dial.
- If a Group is defined when there are files queued for transmission, the message " Cannot add additional recipients: limit reached. " may be shown on the display and no additional fax numbers can be stored even if the number of destinations specified from the number keys is less than 100 (1,000 numbers when the Optional Function Upgrade Unit is installed). That is because the fax numbers have been dialed from the number keys for some of the waiting files. When the waiting files have been sent and their fax numbers are deleted from memory, additional fax numbers can be dialed.
- The display shows the percentage of free space in memory for storing originals. Since fax numbers are stored in separate memory, dialing fax numbers from the number keys does not change the percentage on the display.

Pause

Press the 【Pause/Redial】 key when dialing or storing a number to insert about a two-second pause.



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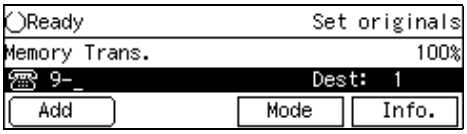
Note

- You cannot insert a pause before the first digit of a fax number.
- A pause is shown as a "-" on the display.

❖ When Entering a Pause



- You can insert a pause in numbers stored in Quick Dials and Speed Dials.

Tone

This function allows a machine connected to a pulse dialing line to send tonal signals (for example if you want to use a special service on a tone dialing line). When you press the User Function key in which Tone function is assigned, the machine dials the number using tonal signals.

Preparation

You need to assign the Tone function to a User Function key beforehand. See p.154 "User Function Keys", <*Advanced Features*>.

Limitation

❒ You cannot place a tone before the first digit of a fax number.

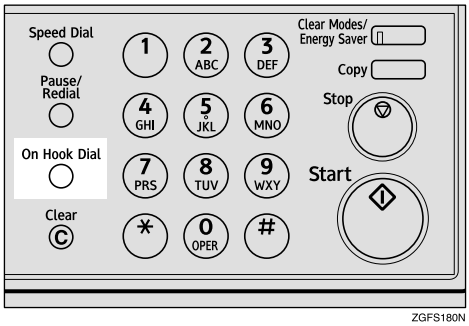
❒ Some services may not be available when using the Tone feature.

Note

❒ A tone is shown as a " • " on the display.

When Using Tone with On Hook Dial

1 Press the 【On Hook Dial】 key.



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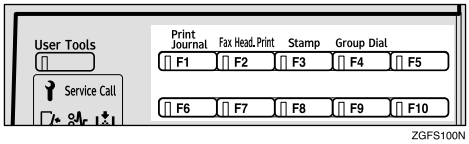
2 Enter the fax number with the number keys.

3 Press the User Function key (【F1】 to 【F10】) in which "Tone"is programmed.



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4 Enter a code number for receiving a special service with the number keys.

Note

❒ The entered number will be sent by tonal signals.

Sending tone signals by ISDN (ISDN option Required)

You can still send tone signals to a G3 user even if the machine is only connected to an ISDN line.

Note

❒ This function can only be used for Memory or Immediate Transmission. You cannot dial through ISDN using Manual Dial. When only connected to ISDN, you can use On Hook Dial.

❒ When G4 is selected, the tone mark " • " appears and UUI is used.

❒ When selecting G3 on ISDN, you can set whether tone or UUI is used after the tone mark " • " with the User Parameters (switch 11 bit 1). See p.178 "User Parameters", <*Advanced Features*>.

Using Quick Dials

You can specify a destination simply by pressing a Quick Dial.

You must program the destination's fax number in a Quick Dial beforehand.

Additionally, you can store a name for the destination in the Quick Dial.

Note

❒ To program, edit, or delete a Quick Dial, see p.63 "Quick Dial".

❒ To check the contents of all Quick dials, print the Quick Dial list. See p.149 "Reports/Lists", <*Advanced Features*>.

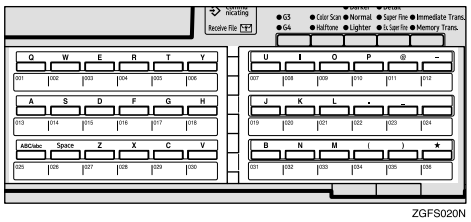
❒ Switch between Quick Dials 【001】 to 【036】, 【037】 to 【072】, 【073】 to 【108】 and 【109】 to 【144】 with the Quick Dial Key Flip Plates.

Reference

p.46 "Dialing"

1 **Set your original and select any scan settings you require.**

2 **Press the Quick Dial key in which the destination's number is programmed.**



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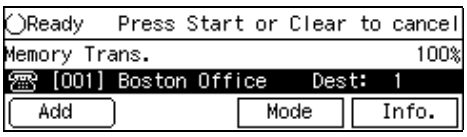


Note

❒ If the destination's name has been stored, the name is shown on the display. If it is not, the fax number is shown.

❒ If you make a mistake, press the 【Clear】 key or 【Stop】 key and try again.

3 **Press the 【Start】 key.**

Using Speed Dials

You can specify a destination simply by pressing the 【Speed Dial】 key and a Speed Dial code (00 to 99).

You must store the destination's fax number in a Speed Dial beforehand. Additionally, you can store a name for the destination in the Speed Dial.

Note

❒ To program, edit, or delete Speed Dial entries, see p.76 "Speed Dial".

❒ To check the contents of all Speed Dials, print the Speed Dial list. See p.149 "Reports/Lists", <*Advanced Features*>.

❒ You can use codes 00-99 for Speed Dials.

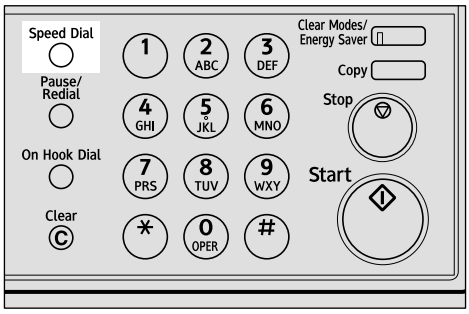
❒ When the optional Function Upgrade Unit is installed, you can enter speed dial codes in the range 000 to 999.

❒ If a search letter is programmed with a Speed Dial, you can find this number quickly using the Telephone Directory function. See p.76 "Telephone Directory", <*Advanced Features*>.

❒ You can have the label stored with a Speed Dial printed on the first page received at the other end.

1 **Set your original and select any scan settings you require.**

2 **Press the 【Speed Dial】 key.**



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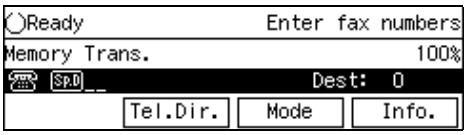
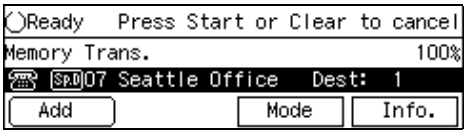
3 **Enter the two digit code (00 to 99) for the destination with the number keys.**



When a name is stored for the destination, the name is displayed, and when no name is stored, the fax number is displayed.



Note

❒ If you make a mistake, press the 【Clear】 key or 【Stop】 key, and try again.

4 **Press the 【Start】 key.**

Using Groups

You can store multiple destinations as a single Group and easily specify these destinations by selecting the Group.

You must store the destinations' fax numbers in a Group beforehand.

Additionally, you can store the destination names and the Group name in the Group.

The method for specifying Groups differs according to the way they were programmed.

❖ **When programmed in a Quick Dial**
Press the Quick Dial key in which a Group is programmed.

❖ **When not programmed in a Quick Dial**
Use the User Function Key. Group Dial is assigned to 【F4】 as a default setting. If this setting is changed, program the Group function in a User Function key (【F1】 to 【F10】). When you want to specify a destination, press the User Function key in which the Group Function is programmed, and then press the Group number with the number keys. See p.154 “User Function Keys”, <*Advanced Features*>.

Note

❒ Quick Dials programmed for Groups cannot be used for any other function.

❒ To program, edit, or delete Groups, see p.87 “Groups”.

❒ To check the contents of all Groups, print the Group Dial list. See p.149 “Reports/Lists”, <*Advanced Features*>.

❒ You cannot use Immediate Transmission with Groups. You can only use Memory Transmission.

- ❒ Groups can contain Transfer Station codes, but note that these Groups cannot be used for normal transmission because the Transfer Station codes are not dialable numbers.
- ❒ When the optional Function Upgrade Unit is installed, enter a Group number in the range 01 to 30.
- ❒ You can store up to 250 destinations. If you register the same destination with a Speed Dial, Quick Dial or number keys in different groups, it is only counted as one item.

When Specifying a Group with a Quick Dial

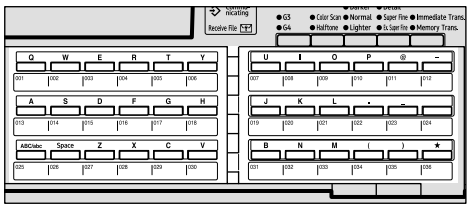
Make sure that the Memory Transmission indicator is lit, if not, press the **【Transmission Mode】** key to light it.

Note

- ❒ You must program Groups in Quick Dials beforehand. See p.87 "Groups".

1 **Set your original and select any scan settings you require.**

2 **Press the Quick Dial key in which the Group is programmed.**



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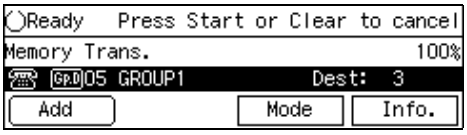
Group Number is displayed. If the group name is programmed, the group name is also displayed.



Note

- ❒ If you make a mistake, press the **【Clear】** key or the **【Stop】** key and try again.
- ❒ The number of destinations which are programmed in the Group is displayed after "Dest:"

3 **Press the 【Start】 key.**

When Specifying a Group with the Group Key

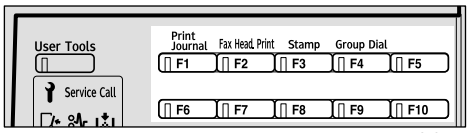
Make sure that the Memory Transmission indicator is lit, if not, press the **【Transmission Mode】** key to light it.

Note

- ❒ Group Dial is assigned to **【F4】** as a default setting. If this setting is changed, you must program the Group function in a User Function key beforehand. See p.154 "User Function Keys", <*Advanced Features*>.

1 **Set your original and select any scan settings you require.**

2 **Press the User Function key programmed with the Group function.**



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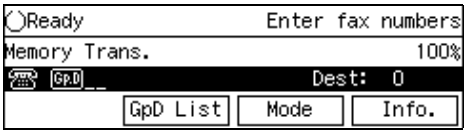
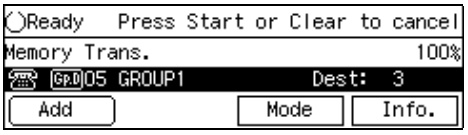
3 **Enter the Group number (01 to 09) with the number keys.**



Group number is displayed. If the group name is programmed, the group name is also displayed.



Note

- If you want to see the Group List, press the **[GpD List]**. If the other party is not displayed, press **[↑Prev.]** or **[↓Next]** to find it.
- When you want to check the Group Dial List, press the **[GpD List]**.
- If you make a mistake, press the **【Clear】** key or the **【Stop】** key.
- The number of destinations which are programmed in the Group is displayed after "Dest:"

4 **Press the 【Start】 key.**

Reception Modes

The machine can treat incoming fax messages and telephone calls in two ways.

❖ **Telephone Mode**
When a call comes in, you have to pick up the optional handset or external telephone and decide whether the call is a fax message yourself. If you hear a voice, continue your conversation as you would using a normal telephone. If you hear high pitched beeps, instruct the machine to receive the fax by following the procedure below.
Use this setting if you want to share the line between the fax machine and a telephone.

❖ **Auto Receive**
When a telephone call comes in, the machine receives it automatically as a fax message. Use this setting for a dedicated fax line.

Receiving a fax in Telephone Mode

1 **When the machine rings, pick up the handset.**

2 **If you hear beeps, press the 【Start】 key.**

3 **Replace the handset. The machine will start receiving.**

Selecting the Reception Mode

Select the Reception Mode using the following procedure.

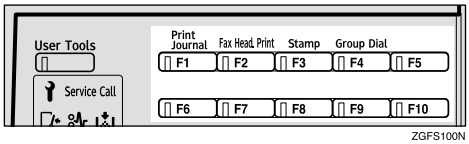
Note

❒ Assign the "Reception Mode" function to the User Function key beforehand. See p.154 "User Function Keys", <*Advanced Features*>.

❒ When the Optional Extra G3 Interface Unit is installed, only Auto Receive can be used with G3-2. When the Optional ISDN Unit is installed, only Auto Receive can be used with I-G3 and G4.

❒ The optional handset is necessary to use this machine as a telephone.

1 **Press the User Function key (one of the key among the 【F1】 to 【F10】) to which the Reception Mode function is assigned.**



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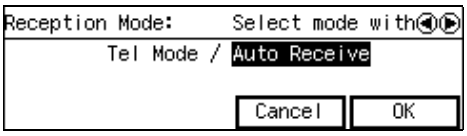
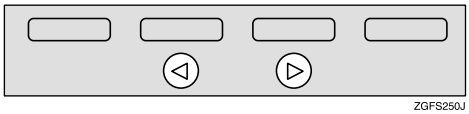
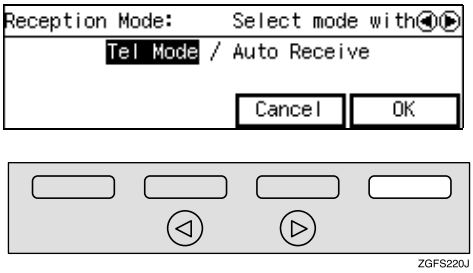
2 **Press ◁ or ▷ to select the reception mode.**




ZGFS250J

3 **Press [OK].**



ZGFS220J

The machine returns to the stand-by display.

Note

❒ When you want to cancel the setting, press **[Cancel]**.

Own Name/Fax Header/Own Fax Number

Make sure that all necessary settings are made before connecting your machine to the telephone line.

❖ **Own Name**

This should be your name or company name, in 20 characters or less. During communication, if the other party's fax machine supports Own Name, this replaces the Own Fax Number that follows. This name will appear on the display of the other party's fax machine, and the name programmed on that machine will appear on yours.

Limitation

❒ The programmed name will not be used unless the other party has a machine of the same make that supports the Own Name function.

❖ **Fax Header**

This is ordinarily your name or company name. Your fax header can be up to 32 characters long, and is printed on the header of every page you send.

You can program Fax Header1 or Fax Header2. When you send originals using Quick Dial or Speed Dial, you can select which Fax Header will be printed on the message received by the other party.

❖ **Own Fax Number (Required by international law)**

This is your fax machine's phone number that must include country and area codes using 20 characters or less. During any communication, your Own Fax Number appears on their display. (Conversely their Own Fax Number appears on your display.)

Note

❒ In some areas, the Own Fax Number is preprogrammed by your service representative, and cannot be re-programmed by the user.

Important

❒ When sending a fax, your Own Fax Number is required by international law. You cannot legally connect a fax machine to the telephone system if the Own Fax Number is not programmed.

❒ You can confirm the Own Name, Fax Header, and Own Fax Number settings in the User Parameters List. See p.189 “Printing the User Parameter List”, *<Advanced Features>*.

Note

❒ Make sure that the machine is in standby mode before performing the following procedures.

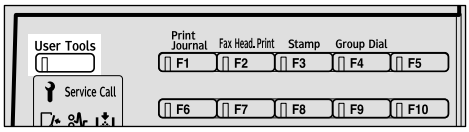
❒ When the Optional Extra G3 Interface Unit is installed, register using the “G3–2 Analog Line”. See p.189 “G3 Analog Line”, *<Advanced Features>*.

❒ When the Optional ISDN Unit is installed, register using the "G3 Digital Line". See p.192 "G3 Digital Line", *<Advanced Features>*.

Programming Own Name / Fax Header

The following procedure describes how to program Own Name and Fax Header.

1 **Press the 【User Tools】 key.**



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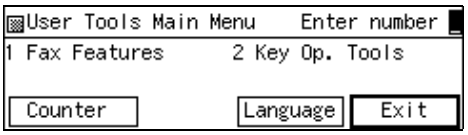
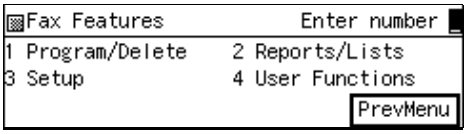
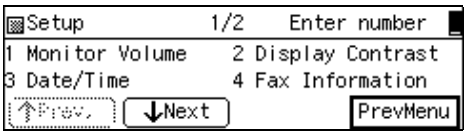
2 **Enter the code for "Fax Features" with the number keys.**



3 **Enter the code for "Setup" with the number keys.**



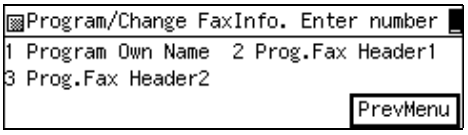
4 **Enter the code for "Fax Information" with the number keys.**



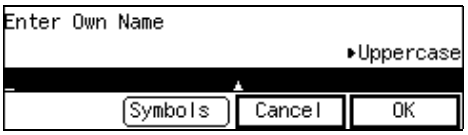
Note

❒ If "Fax Information" is not displayed, press **[↑Prev.]** or **[↓Next]**.

5 **Enter the code for "Program Own Name" with the number keys.**



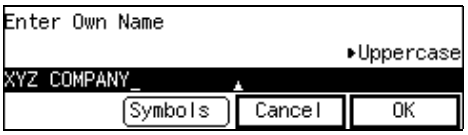
6 **Enter your Own Name.**

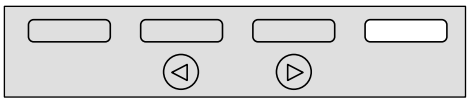


Reference

See p.98 "Entering Characters" for how to enter characters.

7 **Press [OK].**

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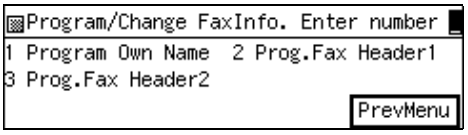
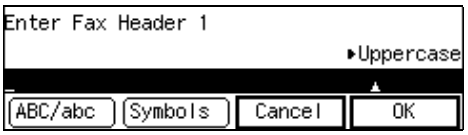
8 **Enter the code for "Prog.Fax Header1" or "Prog.Fax Header2" with the number keys.**



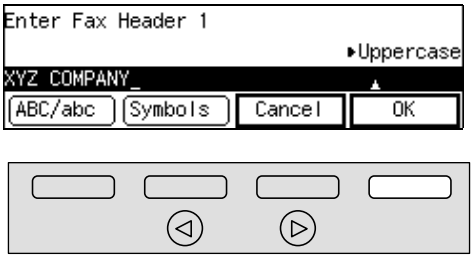
9 **Enter your Fax Header.**



Reference

See p.98 "Entering Characters" for how to enter characters.

10 **Press [OK].**



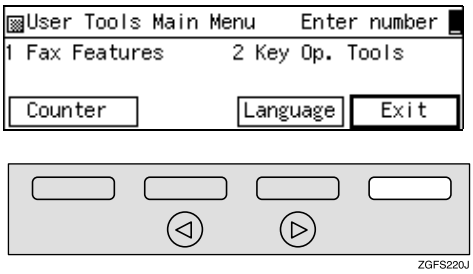
The machine returns to the display in step **8**.

Note

❒ When you program both Fax Header1 and Fax Header2, repeat from step **8**.

11 **Press [PrevMenu] three times.**

12 **Press [Exit].**

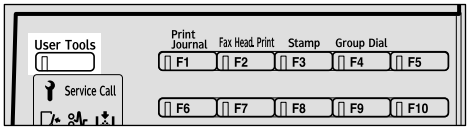


The machine returns to the standby display.

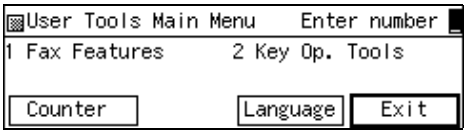
Editing Own Name / Fax Header

The following procedure describes how to edit the Own Name.

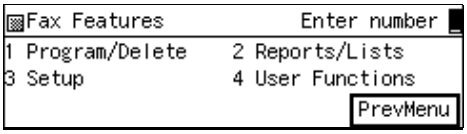
1 **Press the [User Tools] key.**



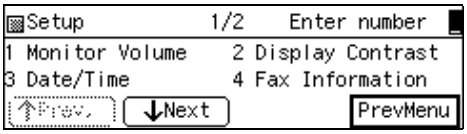
2 **Enter the code for "Fax Features" with the number keys.**



3 **Enter the code for "Setup" with the number keys.**



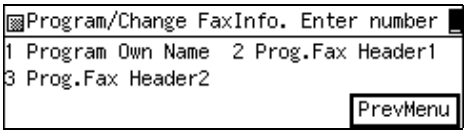
4 **Enter the code for "Fax Information" with the number keys.**



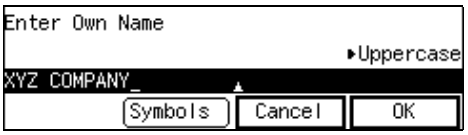
Note

❒ If "Fax Information" is not displayed, press **[↑Prev.]** or **[↓Next]**.

5 **Enter the code for the item that you want to edit.**



6 **Press the 【Clear】 key or the 【Stop】 key, and then reenter the Number or Name.**



Note

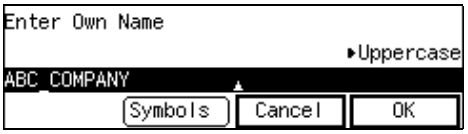
❒ When the 【Stop】 key is pressed, all characters are deleted.

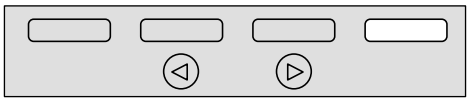
❒ When the 【Clear】 key is pressed, only one character is deleted.

Reference

See p.98 “Entering Characters” for how to enter characters.

7 **Press [OK].**





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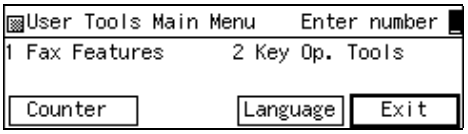
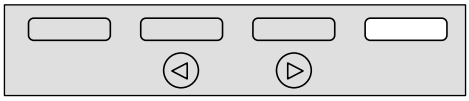
The Own Name is changed.

8 **Press [PrevMenu] three times.**

9 **Press [Exit].**





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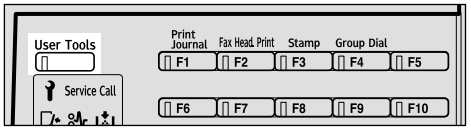
The machine returns to the standby display.

Deleting Own Name / Fax Header

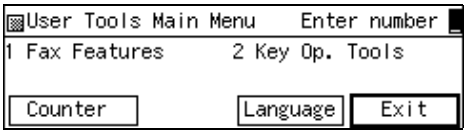
The following procedure describes how to delete the Fax Header.

1 **Press the 【User Tools】 key.**

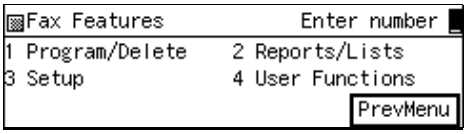


ZGFS090N

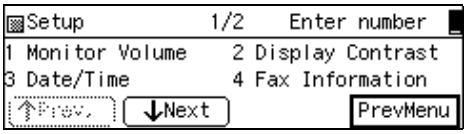
2 **Enter the code for “Fax Features” with the number keys.**



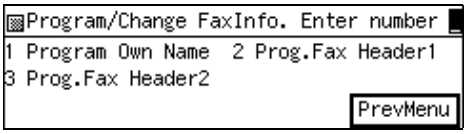
3 **Enter the code for “Setup” with the number keys.**



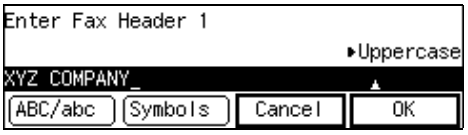
4 **Enter the code for “Fax Information” with the number keys.**



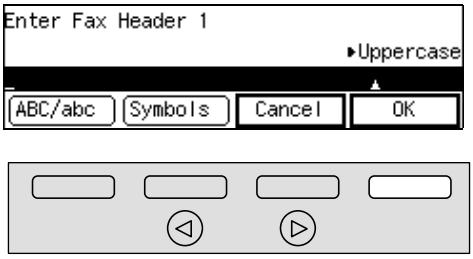
5 **Enter the code for the item that you want to delete.**



6 **Press the 【Stop】 key.**

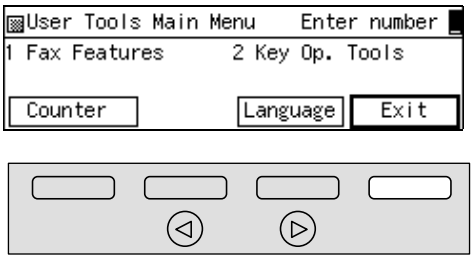


7 **Press [OK].**



8 **Press [PrevMenu] three times.**

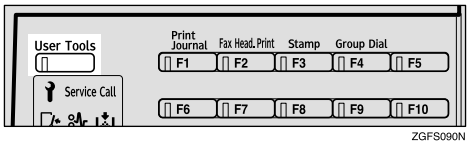
9 **Press [Exit].**



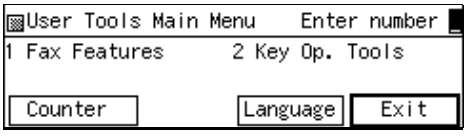
Programming Own Fax Number

The following procedure describes how to program Own Fax Number.

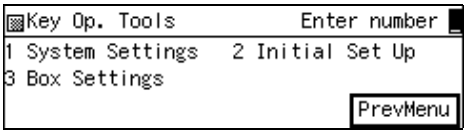
1 **Press the 【User Tools】 key.**



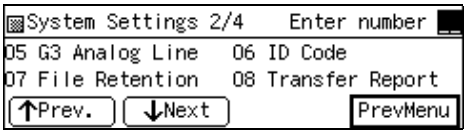
2 **Enter the code for "Key Op. Tools" with the number keys. Then press the 【#】 key.**



3 **Enter the code for "System Settings" with the number keys.**



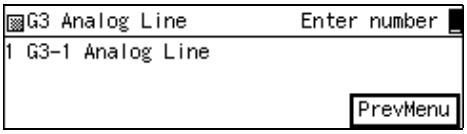
4 **Enter the code for "G3 Analog Line" with the number keys.**



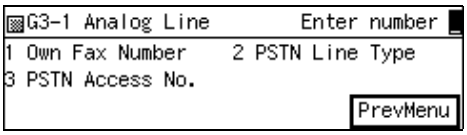
Note

❒ If it is not displayed, press **[↑Prev.]** or **[↓Next]**.

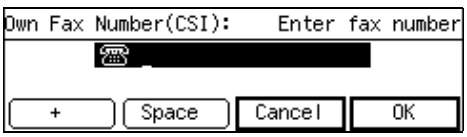
5 **Press the code for "G3-1 Analog Line" with the number keys.**



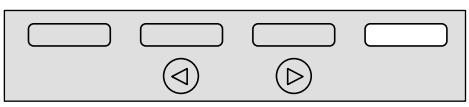
6 **Press the code for "Own Fax Number" with the number keys.**



7 **Enter your Own Fax Number.**

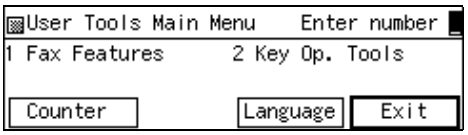


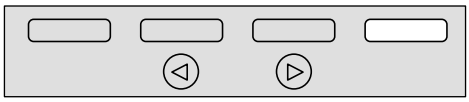
8 **Press [OK].**



9 **Press [PrevMenu] four times.**

10 **Press [Exit].**





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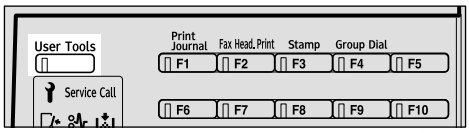
The machine returns to the standby display.

Editing Own Fax Number

The following procedure describes how to edit Own Fax Number.

1 **Press the 【User Tools】 key.**



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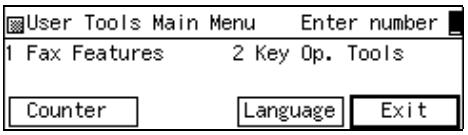
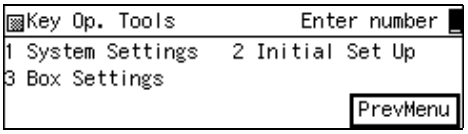
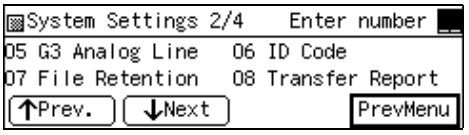
2 **Enter the code for "Key Op. Tools" with the number keys. Then press the 【#】 key.**



3 **Enter the code for "System Settings" with the number keys.**



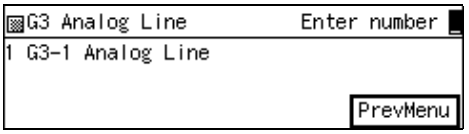
4 **Enter the code for "G3 Analog Line" with the number keys.**



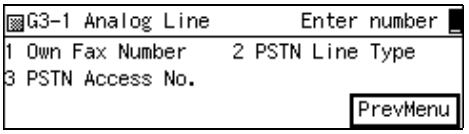
Note

❒ If it is not displayed, press **[↑Prev.]** or **[↓Next]**.

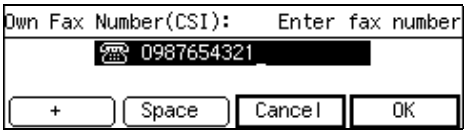
5 **Press the code for "G3-1 Analog Line" with the number keys.**



6 **Press the code for "Own Fax Number" with the number keys.**



7 **Press the 【Clear】 key or the 【Stop】 key, and then reenter the Number.**



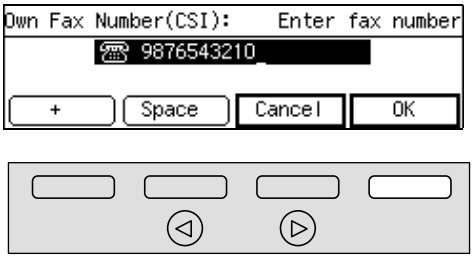
Note

❒ The 【Clear】 key deletes one character at a time, and the 【Stop】 key deletes the whole line.

Reference

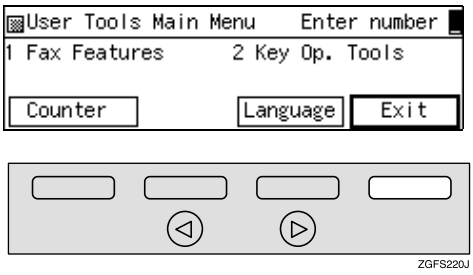
See p.98 "Entering Characters" for how to enter characters.

8 **Press [OK].**



9 **Press [PrevMenu] four times.**

10 **Press [Exit].**

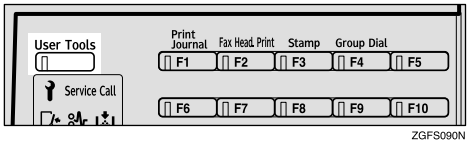


The machine returns to the standby display.

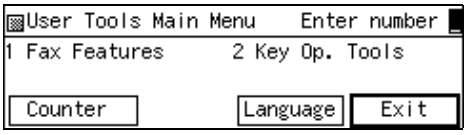
Deleting Own Fax Number

The following procedure describes how to delete Own Fax Number.

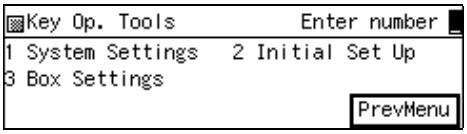
1 **Press the 【User Tools】 key.**



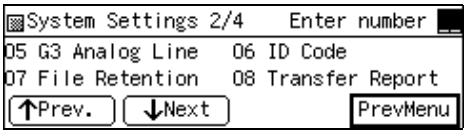
2 **Enter the code for "Key Op. Tools" with the number keys. Then press the 【#】 key.**



3 **Enter the code for "System Settings" with the number keys.**



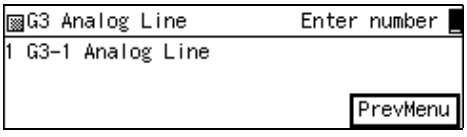
4 **Enter the code for "G3 Analog Line" with the number keys.**



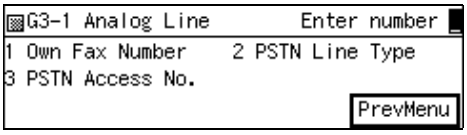
Note

❒ If "G3 Analog Line" is not displayed, press **[↑Prev.]** or **[↓Next]**.

5 **Press the code for "G3-1 Analog Line" with the number keys.**

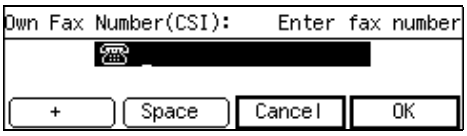


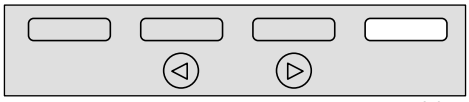
6 **Press the code for "Own Fax Number" with the number keys.**



7 **Press the 【Stop】 key to delete the Number.**

8 **Press [OK].**





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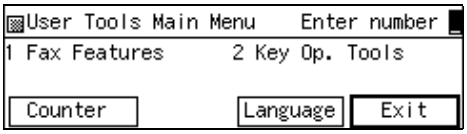
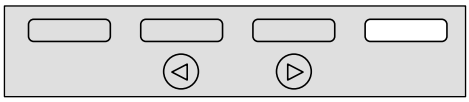
Note

❒ If you press **[Cancel]**, the Own Fax Number is not deleted and the machine returns to the display in step **6**.

9 **Press [PrevMenu] four times.**

10 **Press [Exit].**





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The machine returns to the standby display.

Quick Dial

To save time, you can program a fax number that you use often into a Quick Dial key. Then, whenever you are sending a message to that location, just press that Quick Dial key to dial.

Programming

The following procedure describes how to program fax numbers in Quick Dial keys. There are 144 Quick Dials available.

You can program the following items in each key:

❖ **Destination fax number (up to 254 digits)**
When the Optional ISDN Unit or the Optional Extra G3 Interface Unit is installed, you can select which line to use (G3 or G4) before entering the fax number. See p.89 "Selecting the Line", <*Advanced Features*>.
You can select SUB code, SEP code, SID, PWD (maximum 20 digits), Sub-address, UUI, Tone, Pause. See p.78 "SUB/SID (SUB Code Transmission)", <*Advanced Features*>, p.80 "SEP/PWD (SEP Code Polling Transmission)", <*Advanced Features*>, p.82 "Sub-address", <*Advanced Features*> and p.83 "UUI", <*Advanced Features*> and p.47 "Tone" and p.47 "Pause".

❖ **Destination name (up to 20 characters)**
Program the destination name.

❖ **Others**

- Label (whether to print the destination name on faxes sent to this number)
- Select Fax Header
  You can select to print Fax Header1 or Fax Header2 on the fax messages that the other party receives.
- Fax Information Service
  If "Fax Info. Service" is set on, the machine dials the programmed destinations when On Hook Dial is used. To use this function, press the Quick Dial key in which the information service's number is programmed, and then press **[OK]**.

Important

❒ We recommend that you print the Quick Dial list and keep it when you program or change fax numbers. See p.149 "Reports/Lists", <*Advanced Features*>.

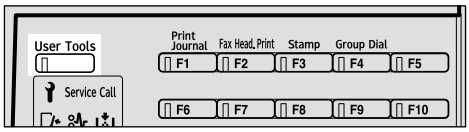
Note

❒ When a programmed Quick Dial key is being used for a standby Memory Transmission, the messages "`Already used in another file.Cannot be changed.`", "`Already used in another file. Cannot be deleted.`", or "`The selected quick dial/speed dial is currently in use and cannot be moved.`" are shown and you cannot change, delete, move the destination for this key.

❒ If a Quick Dial key with a programmed destination is programmed with Auto Document, the document is sent by just pressing the Quick Dial key. See p.99 "Auto Document", <*Advanced Features*>.

❒ Make sure that the machine is in standby mode before the following procedure is performed.

1 Press the 【User Tools】 key.



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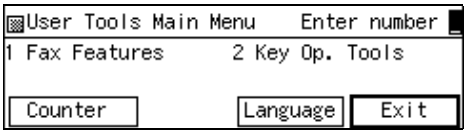
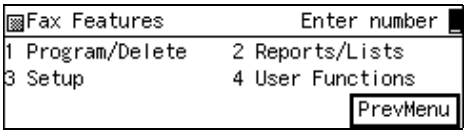
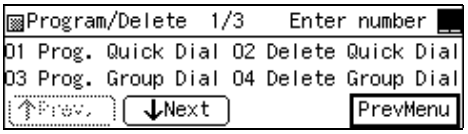
2 Enter the code for "Fax Features" with the number keys.



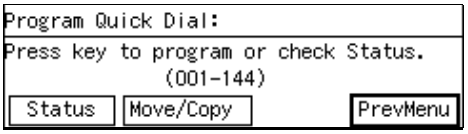
3 Enter the code for "Program/Delete" with the number keys.



4 Enter the code for "Prog. Quick Dial" with the number keys.



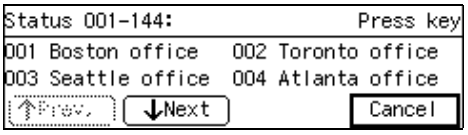
5 Press the Quick Dial key that you want to program.



Checking a Programmed Quick Dial

1 Press [Status].

2 Press the Quick Dial key in which you want to program the destination.

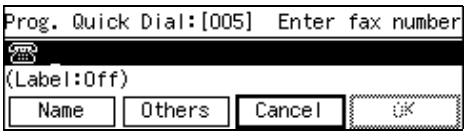


Note

❒ If the destination is not displayed, press **[↑Prev.]** or **[↓Next]** to find it.

❒ When you press **[Cancel]**, the machine returns to the display in step **5**.

6 Enter the fax number with the number keys.



Note

❒ When you make a mistake, press the 【Stop】 key or the 【Clear】 key and enter the number again.

❒ You cannot omit the fax number. Be sure to program it.

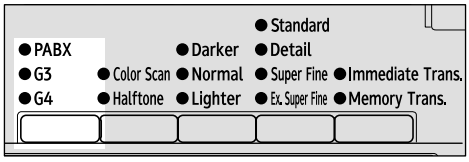
❒ You can use "Redial" when specifying the destination. See p.77 "Redial", <*Advanced Features*>.

❒ To enter "-", press the 【Pause/Redial】 key.

❒ If you want to program SUB, SEP, SID, PWD, Sub-address, and UUI, program them in this step. See p.78 "SUB/SID (SUB Code Transmission)", <*Advanced Features*>, p.80 "SEP/PWD (SEP Code Polling Transmission)", <*Advanced Features*>, p.82 "Sub-address", <*Advanced Features*> and p.83 "UUI", <*Advanced Features*>.

Selecting the Line

❶ Press the 【Line Selection】 key to select line.



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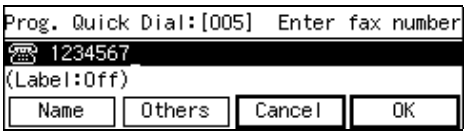
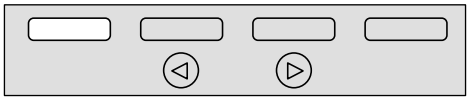
Note

❒ Select G3, G4 or PABX.

❒ When the Optional ISDN Unit or the Optional Extra G3 Interface Unit is installed, you can select the line type for G3 by pressing the User Function key (【F1】 to 【F10】) in which the line function is programmed. See p.154 "User Function Keys", <*Advanced Features*>.

❼ Press [Name].





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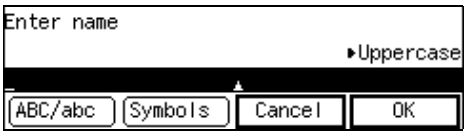
Note

❒ If you do not want to program "Name", go to step ❿.

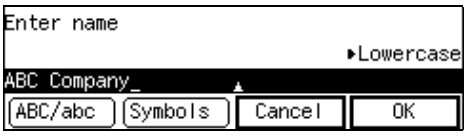
❽ Enter the other party's name.

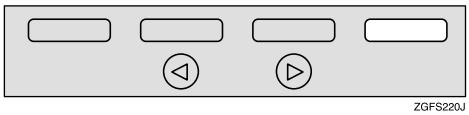


Reference

See p.98 "Entering Characters".

❾ Press [OK].





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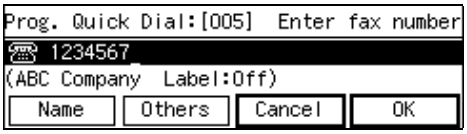
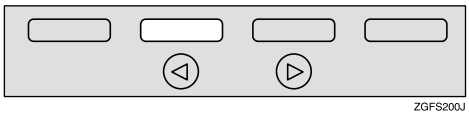
❿ If you want to set the other items, press [Others].





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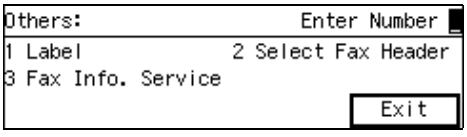
Note

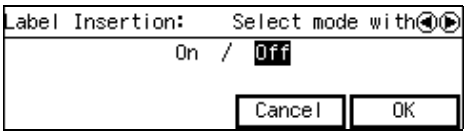
❒ If you do not want to program "Others", go to step ⓫.

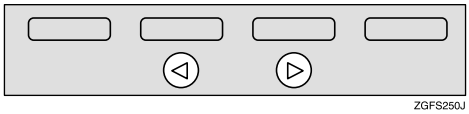
Turning the Label Insertion On

❶ Enter the code for "Label" with the number keys.

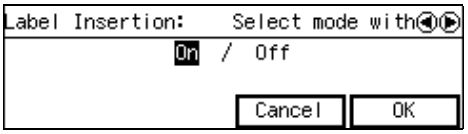


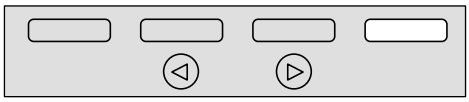
❷ **Press ◁ or ▷ to select "On".**





❸ **Press [OK].**



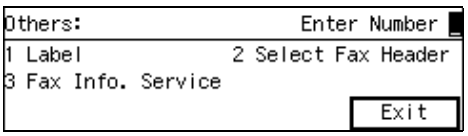


The machine returns to the display in step ❶.

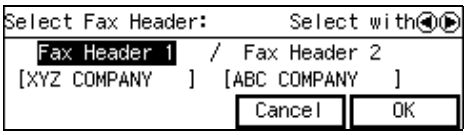
❹ **Press [Exit].**

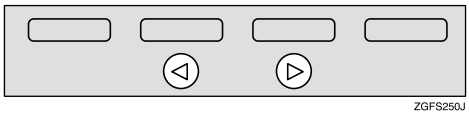
Selecting Fax Header

❶ **Enter the code for "Select Fax Header" with the number keys.**

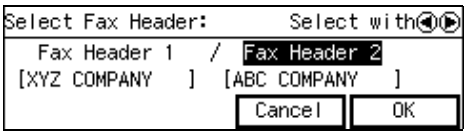


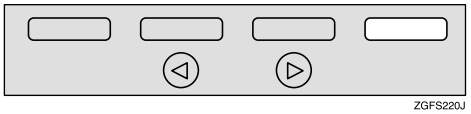
❷ **Press ◁ or ▷ to select "Fax Header 1" or "Fax Header 2".**





❸ **Press [OK].**





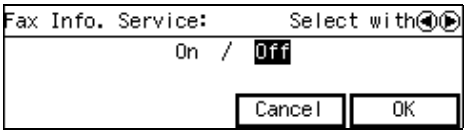
The machine returns to the display in step ❶.

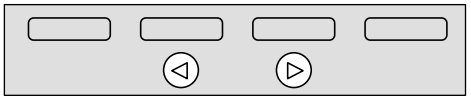
❹ **Press [Exit].**

Setting the Fax Information Service

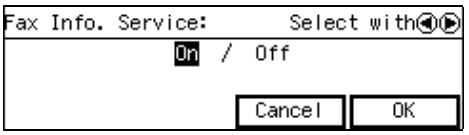
❶ **Enter the code for "Fax Info. Service" with the number keys.**

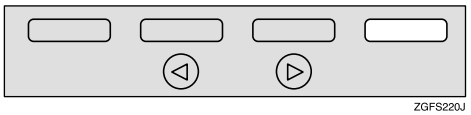
❷ **Press ◁ or ▷ to select "On".**





❸ **Press [OK].**

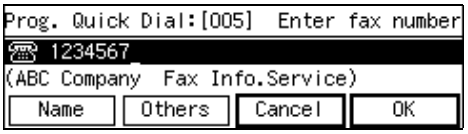


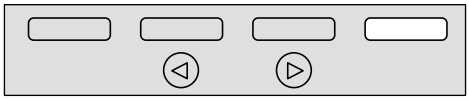


The machine returns to the display in step ❶.

❹ **Press [Exit].**

11 **Press [OK].**





ZGFS220J

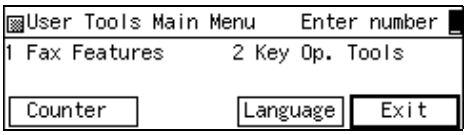
The machine returns to the display in step **5**.

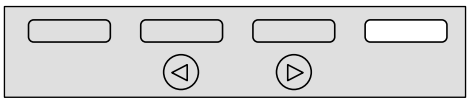
Note

❒ If you press **[Cancel]**, the information you have just entered is deleted and the machine returns to the display in step **5**.

12 **Press [PrevMenu] three times.**

13 **Press [Exit].**





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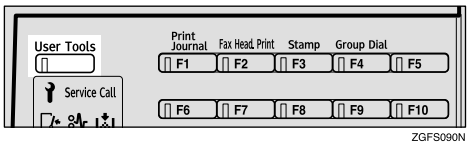
The machine returns to the standby display.

Editing

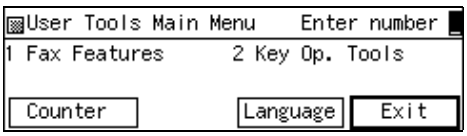
The following procedure describes how to edit fax numbers programmed in Quick Dial keys.

1 **Press the [User Tools] key.**

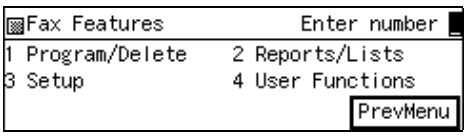


ZGFS090N

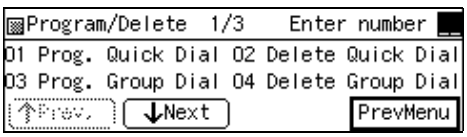
2 **Enter the code for "Fax Features" with the number keys.**



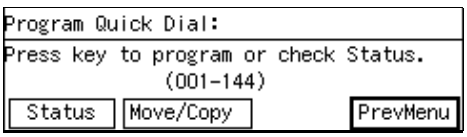
3 **Enter the code for "Program/Delete" with the number keys.**



4 **Enter the code for "Prog. Quick Dial" with the number keys.**



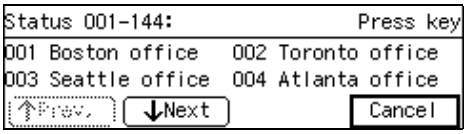
5 **Press the Quick Dial key that you want to edit.**



Checking the Programmed Quick Dial

❶ **Press [Status].**

❷ **Press the Quick Dial key in which you want to program the destination.**

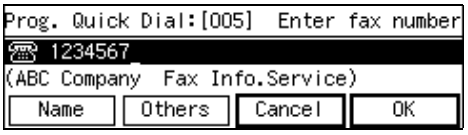


Note

❒ If the destination is not displayed, press **[↑Prev.]** or **[↓Next]** to find it.

❒ When you press **[Cancel]**, the machine returns to the display in step **5**.

6 **Press the 【Clear】 key or the 【Stop】 key, and then reenter the Number.**



Note

❒ The 【Clear】 key deletes one character at a time, and the 【Stop】 key deletes the whole line.

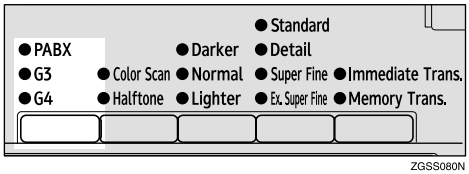
❒ When you want to change or insert a number in the middle of numbers, press ◁ or ▷ to move the cursor and enter the new number with the number keys.

Reference

See p.98 “Entering Characters” for how to enter characters.

Changing the Line

❶ **Press the 【Line Selection】 key to change line.**



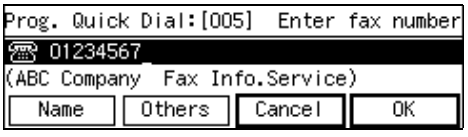
ZGSS080N

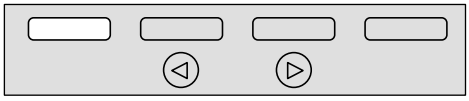
Note

❒ Select G3, G4 or PABX.

❒ When the Optional ISDN Unit or the Optional Extra G3 Interface Unit is installed, you can select the line type for G3 by pressing the User Function key (【F1】 to 【F10】) in which the line function is programmed. See p.154 “User Function Keys”, *<Advanced Features>*.

7 **When you want to edit the destination's name, press [Name]**





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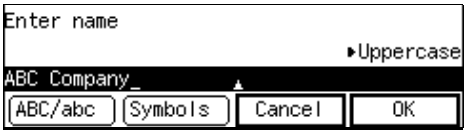
8 **Press the 【Clear】 key or the 【Stop】 key, and then reenter the destination's name.**



Note

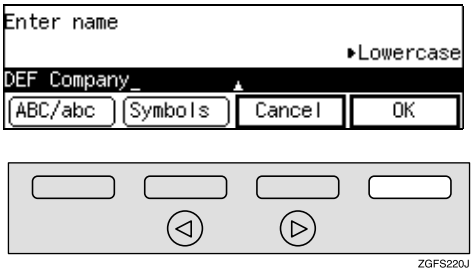
❒ The 【Clear】 key deletes one character at a time, and the 【Stop】 key deletes the whole line.

❒ When you want to change or insert a letter in the middle of letters, press ◁ or ▷ to move the cursor and enter the new letter with the Quick Dial keys.

Reference

See p.98 “Entering Characters” for how to enter characters.

9 Press [OK].



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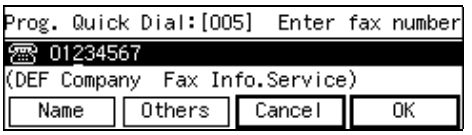
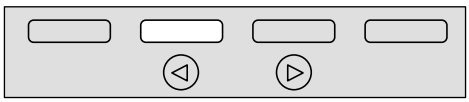
10 When you want to edit other items, press [Others].





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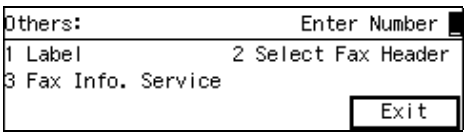
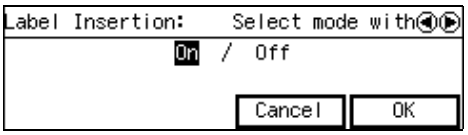
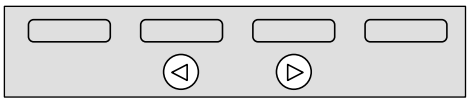
Changing Label Insertion

❶ Enter the code for “Label” with the number keys.



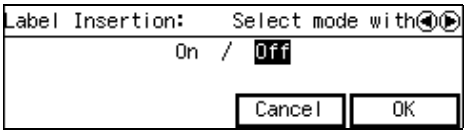
❷ Press ◁ or ▷ to select "On" or “Off”.

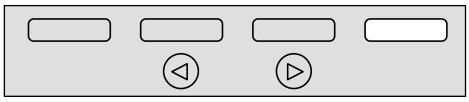




ZGFS250J

❸ Press [OK].





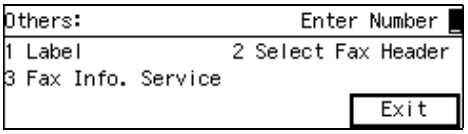
ZGFS220J

The machine returns to the display in step ❶.

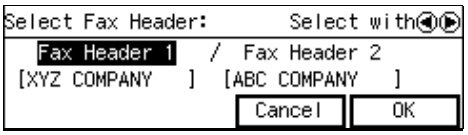
❹ Press [Exit].

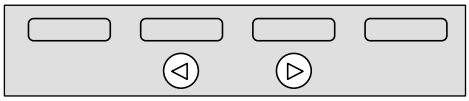
Changing Fax Header

❶ Enter the code for “Select Fax Header” with the number keys.



❷ Press ◁ or ▷ to select "Fax Header 1" or “Fax Header 2”.





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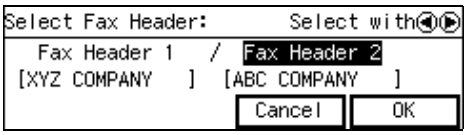
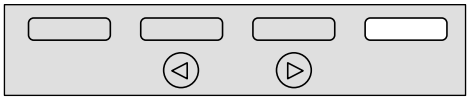
❸ **Press [OK].**





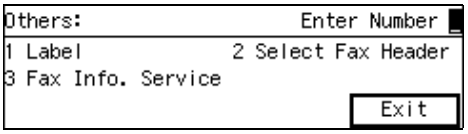
ZGFS220J

The machine returns to the display in step ❶.

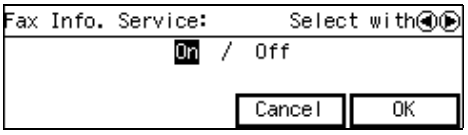
❹ **Press [Exit].**

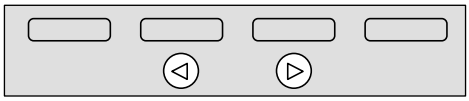
Changing Fax Information Service

❶ **Enter the code for "Fax Info. Service" with the number keys.**



❷ **Press ◁ or ▷ to select "On" or "Off".**





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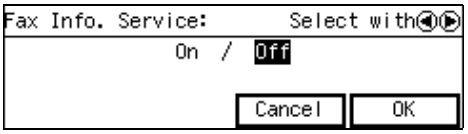
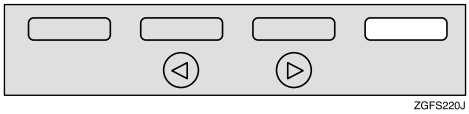
❸ **Press [OK].**





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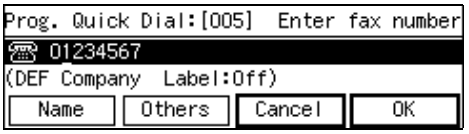
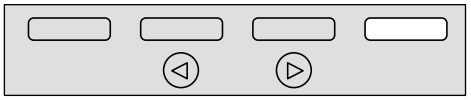
The machine returns to the display in step ❶.

❹ **Press [Exit].**

⓫ **Press [OK].**





ZGFS220J

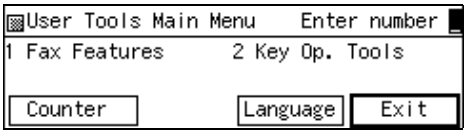
The machine returns to the display in step ❺.

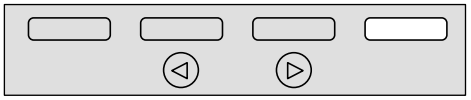
Note

❒ If you press **[Cancel]**, the information you have just entered is deleted and the machine returns to the display in step ❺.

⓬ **Press [PrevMenu] three times.**

⓭ **Press [Exit].**





ZGFS220J

The machine returns to the standby display.

Moving / Copying

You can move or copy the destinations which are programmed in the Quick Dials to the other Quick Dial keys.

When you select "Move", the destination which is programmed in the first Quick Dial key is deleted and programmed in the newly selected Quick Dial key.

When you select "Copy", the destination which is programmed in the first Quick Dial key remains and is copied in the newly selected Quick Dial key.

This is convenient when moving frequently used destinations to easy to use positions, or programming destinations whose numbers are the same but whose names and other details are different.

Note

❒ You cannot move or copy a destination to a Quick Dial key which is already used.

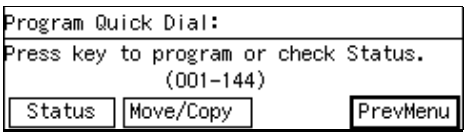
① Press the **【User Tools】** key.

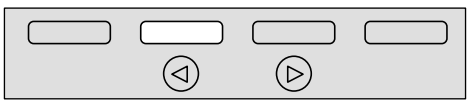
② Enter the code for "Fax Features" with the number keys.

③ Enter the code for "Program/Delete" with the number keys.

④ Enter the code for "Prog. Quick Dial" with the number keys.

⑤ Press **[Move/Copy]**.



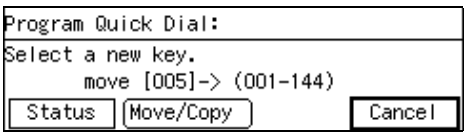


ZGFS200J

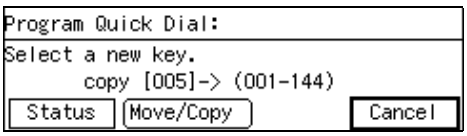
⑥ Press the Quick Dial key in which the destination you want to move or copy is programmed.

⑦ Press **[Move/Copy]** to select to move or copy the destination.

❖ Moving the Destination in the Quick Dial key

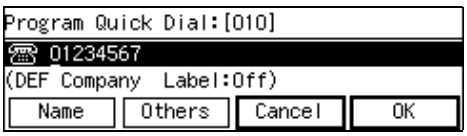


❖ Copying the Destination in the Quick Dial key



⑧ Press the Quick Dial key to which the destination will be moved or copied.
The destination is moved or copied.

❖ The Destination is Moved or Copied to the Quick Dial key



Note

❒ You can change the settings for the destination in Quick Dial keys that are moved or copied.

⑨ Press **[OK]**.

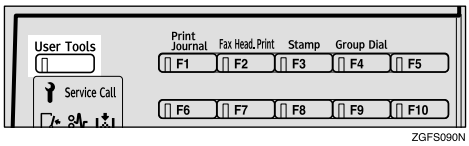
⑩ Press **[PrevMenu]** three times.

⑪ Press **[Exit]**.
The machine returns to the standby display.

Deleting

The following procedure describes how to delete fax numbers programmed in Quick Dial keys.

1 **Press the 【User Tools】 key.**



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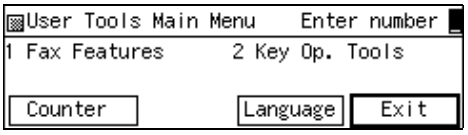
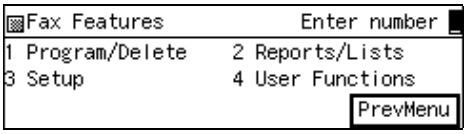
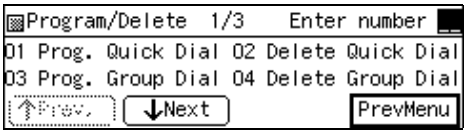
2 **Enter the code for "Fax Features" with the number keys.**



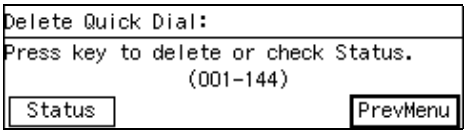
3 **Enter the code for "Program/Delete" with the number keys.**



4 **Enter the code for "Delete Quick Dial" with the number keys.**

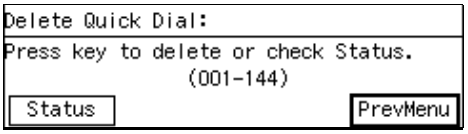


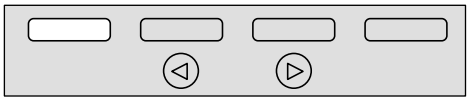
5 **Press the Quick Dial key that the destination you want to delete is programmed.**



Checking the Programmed Destinations on the Quick Dial keys

❶ **Press [Status].**





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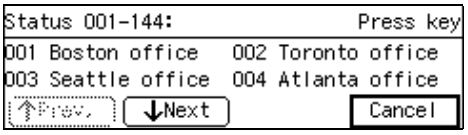
❷ **Press the Quick Dial key in which the destination you want to delete is programmed.**

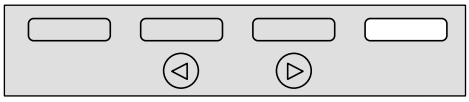


Note

❒ If the destination is not displayed, press **[↑Prev.]** or **[↓Next]** to find it.

❒ If you press **[Cancel]**, the machine returns to the display in step ❶.

6 **Press [Yes].**



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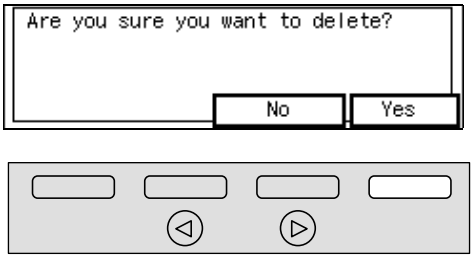
Note

❒ When you make a mistake or do not want to delete the destination, press **[No]**. The destination is not deleted and the machine returns to the display in step **5**.

7 **Press [Yes].**



The destination on the Quick Dial key is deleted.

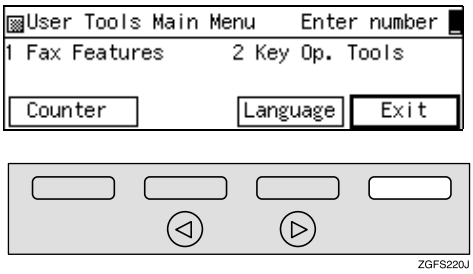
The machine returns to the display in step **5**.

Note

❒ If you press **[No]**, the destination on the Quick Dial key is not deleted, and the machine returns to the display in step **5**.

8 **Press [PrevMenu] three times.**

9 **Press [Exit].**

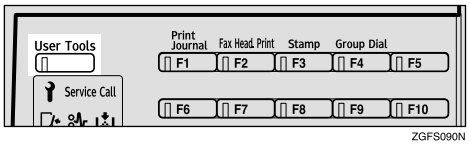


The machine returns to the standby display.

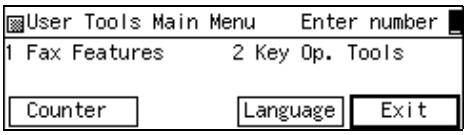
Quick Dial Key Label (Dial Label)

You can print a template that can be used to make labels for Quick Dial keys. The template will have the destination or Group names programmed in Quick Dial keys on it.

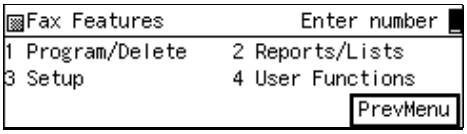
1 **Press the 【User Tools】 key.**



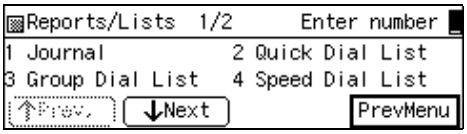
2 **Enter the code for "Fax Features" with the number keys.**



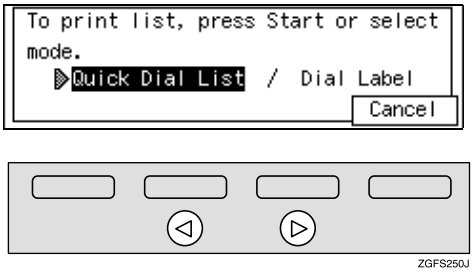
3 **Enter the code for "Reports/Lists" with the number keys.**



4 **Enter the code for "Quick Dial List" with the number keys.**

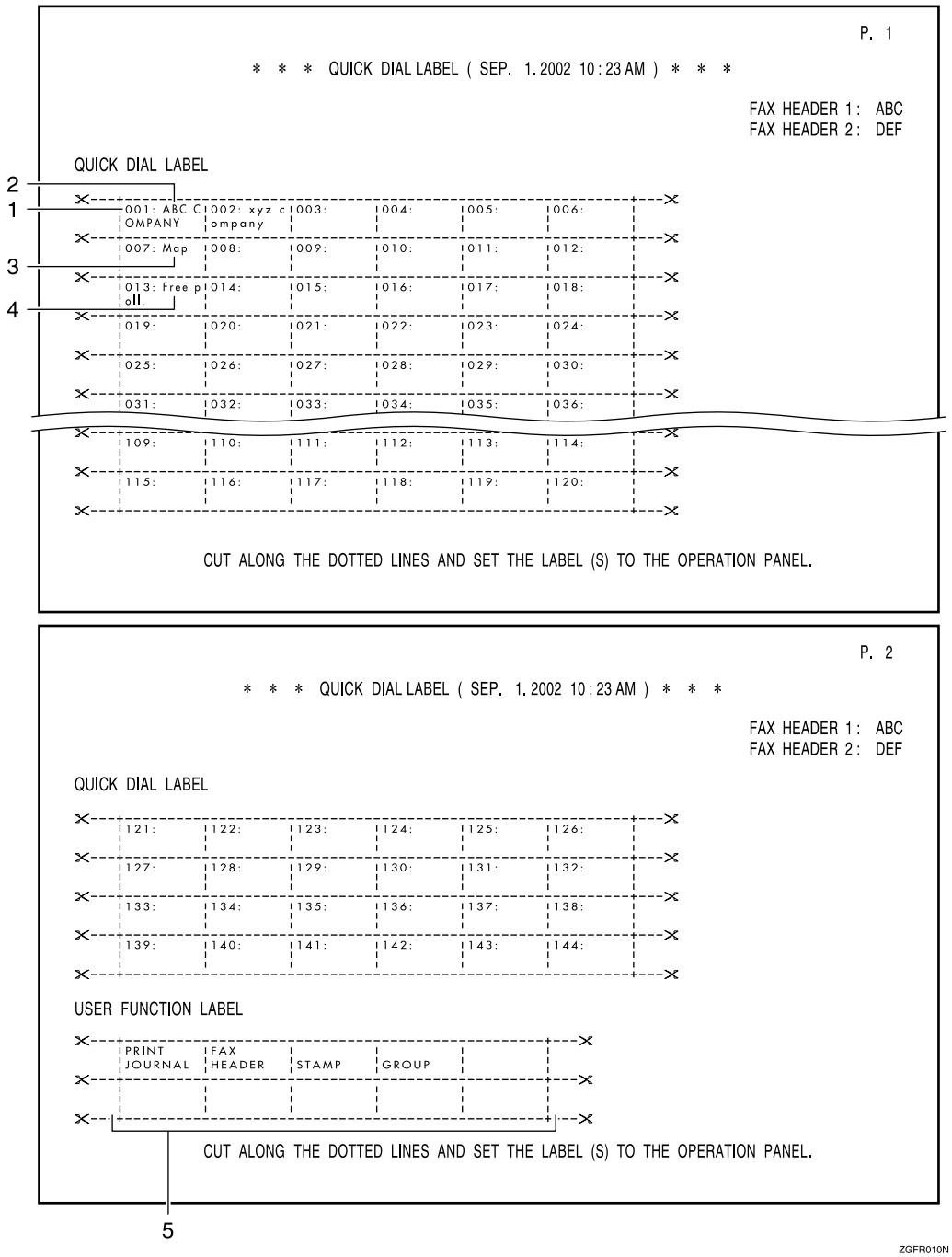


5 **Press ◁ or ▷ to select "Dial Label".**



6 **Press the 【Start】 key.**

Label Paper



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1. Quick Dial key number

The number of the Quick Dial key the destination is programmed in.

2. Destination

The other party's name or Group name programmed in the Quick Dial.

3. The name for Auto Document

The name for the document programmed as the Auto Document.

4. The name for the program

When a program is stored on the Quick Dial key, the name is printed.

5. The content for the User Function key

The content of the User Function keys is printed.

Speed Dial

Programming

If you program numbers in Speed Dials, you can specify the fax number simply by pressing the 【Speed Dial】 key, and entering a two-digit (or a three-digit with the optional Function Upgrade Unit) Speed Dial number.

The following procedure describes how to program fax numbers in Speed Dials.

You can program the following items in a Speed Dial:

❖ **Destination fax number (up to 100 numbers, up to 254 digits for each number)**
When the Optional ISDN Unit or the Optional Extra G3 Interface Unit is installed, you can select which line to use (G3 or G4) before entering the fax number. See p.89 "Selecting the Line", <*Advanced Features*>.
You can select SUB code, SEP code, SID, PWD (maximum 20 digits), Sub-address, UUI, Tone and Pause. See p.78 "SUB/SID (SUB Code Transmission)", <*Advanced Features*>, p.80 "SEP/PWD (SEP Code Polling Transmission)", <*Advanced Features*>, p.82 "Sub-address", <*Advanced Features*> and p.83 "UUI", <*Advanced Features*> and p.47 "Tone" and p.47 "Pause".

❖ **Destination name (up to 20 characters)**
Program the destination name. You can enter the destination name using up to 20 characters.

❖ **Other items**

- Label Insertion
  If you turn Label Insertion on, the receiver's name programmed in Speed Dial will be printed on the fax message when it is received at the other end. The name will be printed at the top of the page and will be preceded by "To".
- Telephone Directory search letter (A to Z)
  You can program a search letter (A to Z).
- Select Fax Header
  You can select to print Fax Header1 or Fax Header2 on fax messages that the other party receives.

Important

❒ We recommend that you print the Speed Dial list and keep it when you program or change a destination. See p.149 "Reports/Lists", <*Advanced Features*>.

Limitation

❒ When a programmed Speed Dial is being used for a standby Memory Transmission, the messages "`Already used in another file.Cannot be changed.`", "`Already used in another file. Cannot be deleted.`", or "`The selected quick dial/speed dial is currently in use and cannot be moved.`" are shown and you cannot change, delete, move the destination for this key.

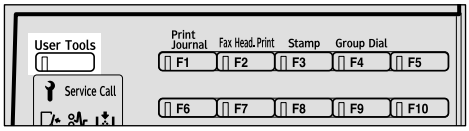
Note

❒ You can specify codes 00 to 99.

❒ If you install the optional Function Upgrade Unit, you can program up to 1,000 numbers in Speed Dials. In this case codes 000 to 999 are used.

❒ Make sure that the machine is in standby mode before performing the following procedures.

1 Press the 【User Tools】 key.



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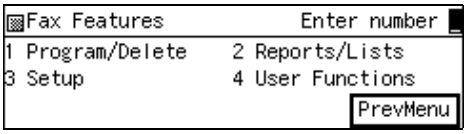
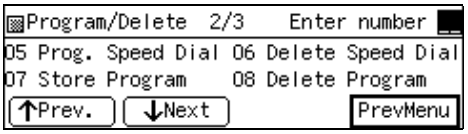
2 Enter the code for "Fax Features" with the number keys.

3 Enter the code for "Program/Delete" with the number keys.



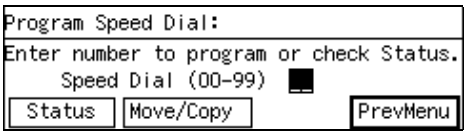
4 Enter the code for "Prog. Speed Dial" with the number keys.



Note

❒ If it is not displayed, press **[↑Prev.]** or **[↓Next]**.

5 Enter the Speed Dial code you want to program using the number keys.



Note

❒ If you make a mistake, press the **【Clear】** key or the **【Stop】** key, and then enter again.

Checking a Programmed Speed Dial

❶ Press [Status].

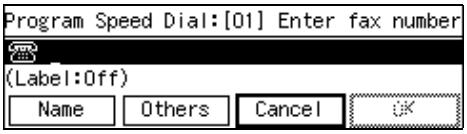
❷ Enter the Speed Dial code you want to program using the number keys.

Note

❒ If the Speed Dial code is not displayed, press **[↑Prev.]** or **[↓Next]** to find it.

❒ When you press **[Cancel]**, the machine returns to the display in step **5**.

6 Enter a fax number with the number keys.

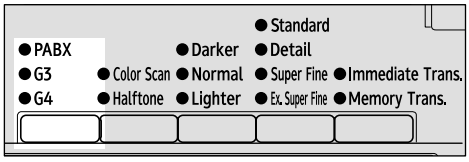


Note

- If a fax number is already programmed in this Speed Dial, the number is shown on the display. If you want to change the fax number, press the 【Clear】 key and enter another number.
- You cannot omit the fax number. Be sure to program it.
- When the Optional ISDN Unit or the Optional Extra G3 Interface Unit is installed, you can select which line to use (G3 or G4) before entering the fax number.
- If you make a mistake, press the 【Clear】 key or the 【Stop】 key and try again. The 【Clear】 key deletes one character at a time, and the 【Stop】 key deletes the whole line.
- You can use "Redial" when specifying the destination. See p.77 "Redial", <*Advanced Features*>.
- To enter "-", press the 【Pause/Redial】 key.
- If you want to program SUB, SEP, SID, PWD, Sub-address, and UUI, program them in this step. See p.78 "SUB/SID (SUB Code Transmission)", <*Advanced Features*>, p.80 "SEP/PWD (SEP Code Polling Transmission)", <*Advanced Features*>, p.82 "Sub-address", <*Advanced Features*> and p.83 "UUI", <*Advanced Features*>.

Selecting the line

❶ Press the 【Line Selection】 key to select line.



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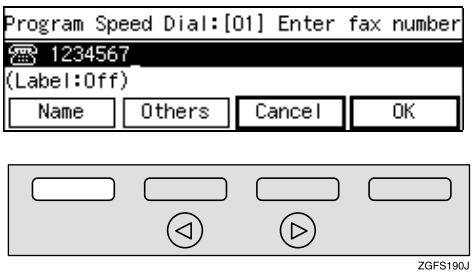
Note

- Select G3, G4 or PABX.
- When the Optional Extra G3 Interface Unit or the Optional ISDN Unit is installed, you can select the line type for G3 by pressing the User Function key (【F1】 to 【F10】) in which the Line Selection function is assigned. See p.154 "User Function Keys", <*Advanced Features*>.

7 Press [Name].



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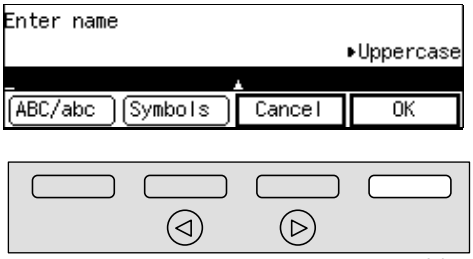
8 Enter the name.



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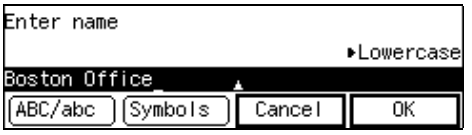
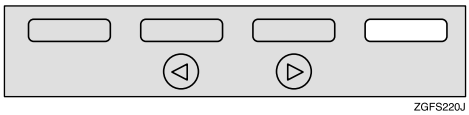
Note

❒ If you program a name for a Speed Dial, the first letter is automatically selected as the Telephone Directory search letter.

❒ See p.98 “Entering Characters” for how to enter characters.

9 Press [OK].





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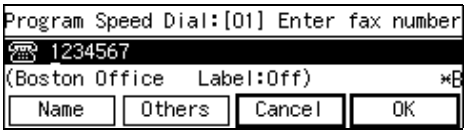
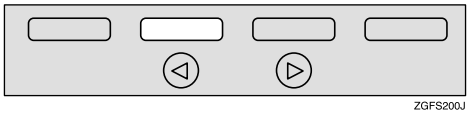
10 If you want to set other items, press [Others].





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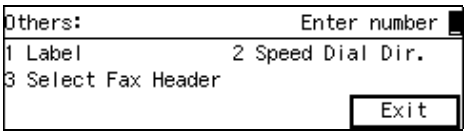
Note

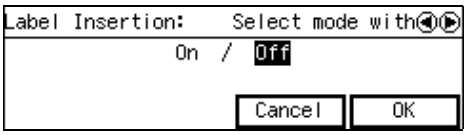
❒ If you do not want to program “Others”, go to step 11

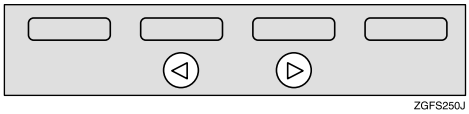
Turning Label Insertion on

❶ Enter the code for “Label” with the number keys.



❷ Press ◁ or ▷ to select "On".





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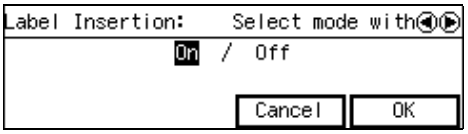
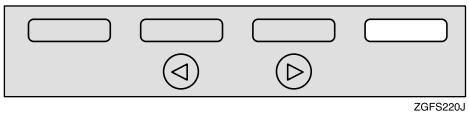
❸ Press [OK].





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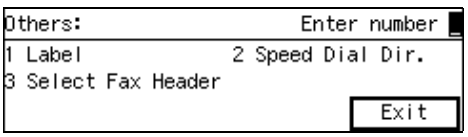
The machine returns to the display in step ❶.

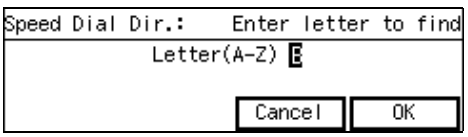
❹ Press [Exit].

Specifying a Search Letter

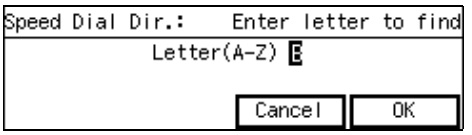
❶ Enter the code for “Speed Dial Dir.” with the number keys.

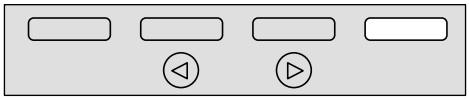


❷ Press one of the Quick Dial keys to specify the Speed Dial search letter.



❸ **Press [OK].**





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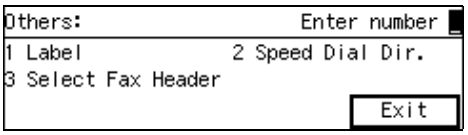
The machine returns to the display in step ❶.

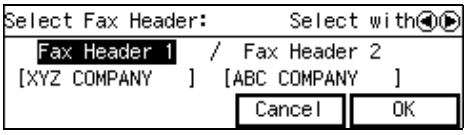
❹ **Press [Exit].**

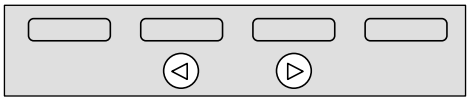
Selecting Fax Header

❶ **Enter the code for "Select Fax Header" with the number keys.**



❷ **Press ◁ or ▷ to select "Fax Header 1" or "Fax Header 2".**





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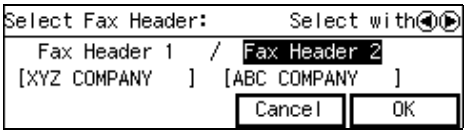
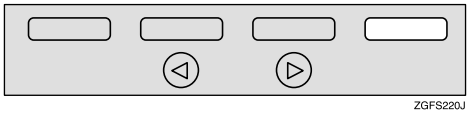
❸ **Press [OK].**





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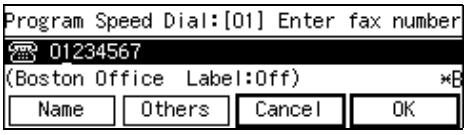
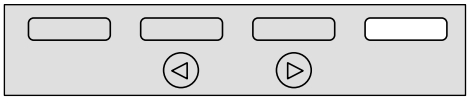
The machine returns to the display in step ❶.

❹ **Press [Exit].**

⓫ **Press [OK].**





ZGFS220J

The fax number, name and search letter are programmed.

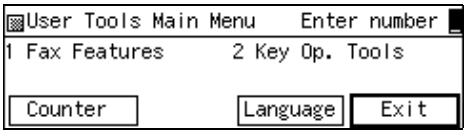
The machine returns to the display in step ❺.

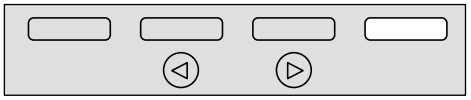
Note

❒ If you press **[Cancel]**, the contents you have just entered is deleted and the machine returns to the display in step ❺.

⓬ **Press [PrevMenu] three times.**

⓭ **Press [Exit].**





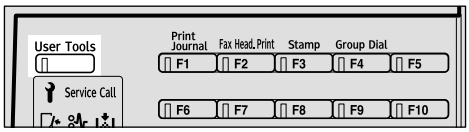
ZGFS220J

The machine returns to the standby display.

Editing

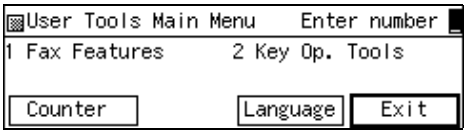
The following procedure describes how to edit programmed Speed Dial numbers.

1 **Press the 【User Tools】 key.**

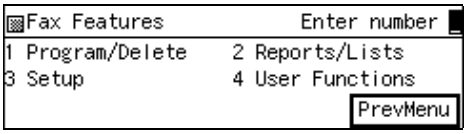


ZGFS090N

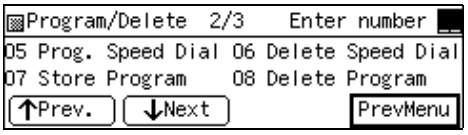
2 **Enter the code for "Fax Features" with the number keys.**



3 **Enter the code for "Program/Delete" with the number keys.**



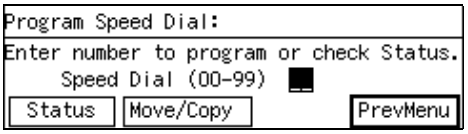
4 **Enter the code for "Prog. Speed Dial" with the number keys.**



Note

❒ If it is not displayed, press **[↑Prev.]** or **[↓Next]**.

5 **Enter the code for the Speed Dial you want to change using the number keys.**



Note

❒ If you make a mistake, press the **【Clear】** key and enter again.

Checking Programmed Speed Dial

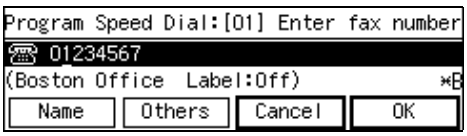
❶ **Press [Status].**

❷ **Enter the code for the Speed Dial you want to change using the number keys.**

Note

❒ If the Speed Dial code is not displayed, press **[↑Prev.]** or **[↓Next]** to find it.

6 **When you want to change the fax number, press the 【Clear】 key or the 【Stop】 key and enter again.**



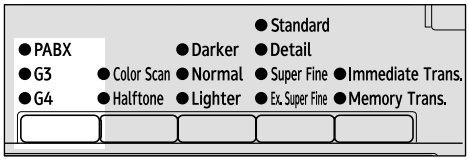
Note

❒ If you make a mistake, press the **【Clear】** key or the **【Stop】** key and try again. The **【Clear】** key deletes one character at a time, and the **【Stop】** key deletes the whole line.

❒ When you want to change or insert a number in the middle of numbers, press ◁ or ▷ to move the cursor and enter the new number with the number keys.

Changing the line

❶ **Press the 【Line Selection】 key to change line.**



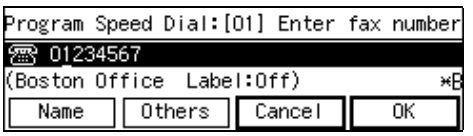
ZGSS080N

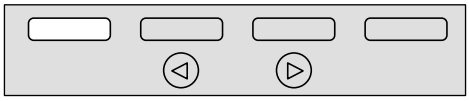
Note

❒ Select G3, G4 or PABX.

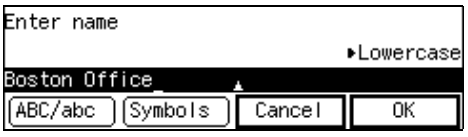
❒ When the Optional Extra G3 Interface Unit or the Optional ISDN Unit is installed, you can select the line type for G3 by pressing the User Function key (【F1】 to 【F10】) in which the Line Selection function is assigned. See p.154 “User Function Keys”, <*Advanced Features*>.

7 **Press [Name].**




ZGFS190J

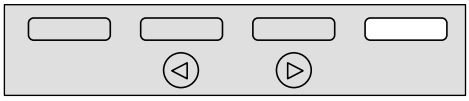
8 **Press the 【Clear】 key or the 【Stop】 key and enter again.**



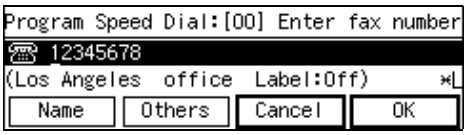
Note

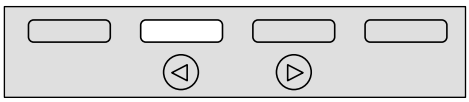
❒ See p.98 “Entering Characters” for how to enter characters.

9 **Press [OK].**


ZGFS220J

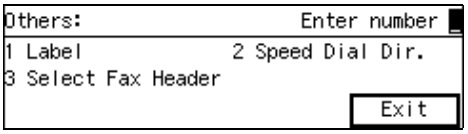
10 **If you want to edit other items, press [Others].**



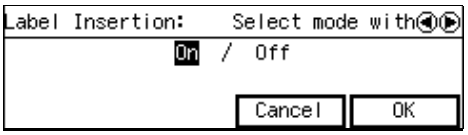

ZGFS200J

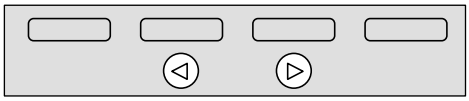
Changing Label Insertion

❶ **Enter the code for “Label” with the number keys.**

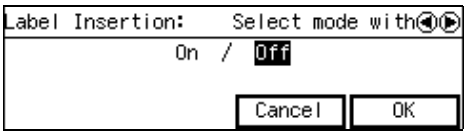


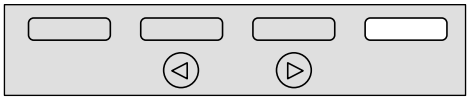
❷ **Press ◁ or ▷ to select "On" or “Off”.**




ZGFS250J

❸ **Press [OK].**



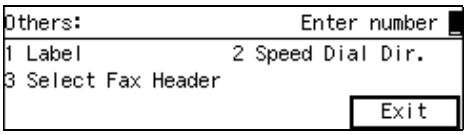


The machine returns to the display in step ❶.

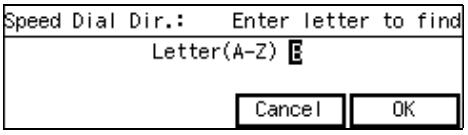
❹ **Press [Exit].**

Changing a Search Letter

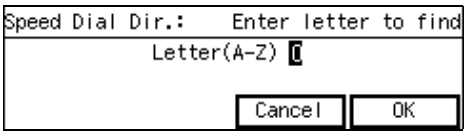
❶ **Enter the code for "Speed Dial Dir."with the number keys.**

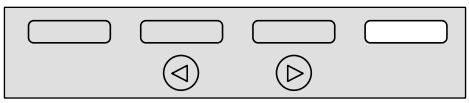


❷ **Press one of the Quick Dial keys to change the Speed Dial Search letter.**



❸ **Press [OK].**



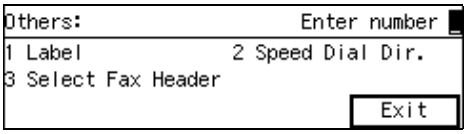


The machine returns to the display in step ❶.

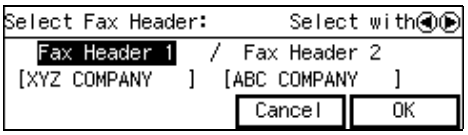
❹ **Press [Exit].**

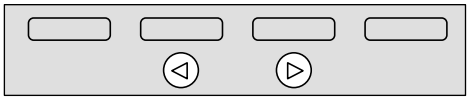
Changing Fax Header

❶ **Enter the code for "Select Fax Header" with the number keys.**

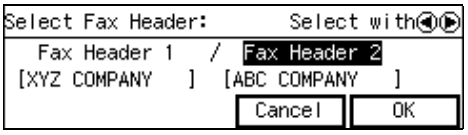


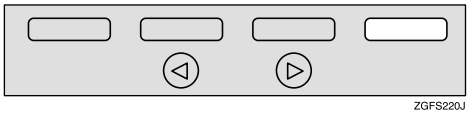
❷ **Press ◁ or ▷ to select "Fax Header 1" or "Fax Header 2".**





❸ **Press [OK].**

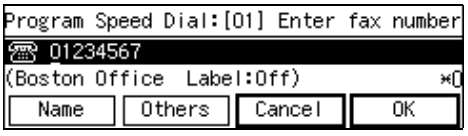


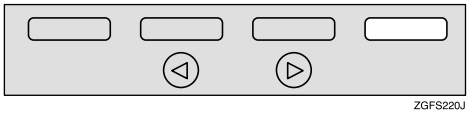


The machine returns to the display in step ❶.

❹ **Press [Exit].**

11 **Press [OK].**





The new fax number, name, and search letter are programmed.

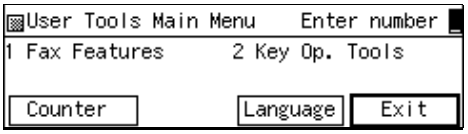
The machine returns to the display in step **5**.

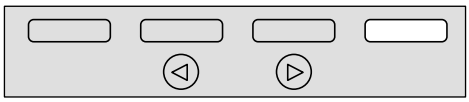
Note

❒ If you press **[Cancel]**, the contents you have just entered is deleted and the machine returns to the display in step **5**.

12 **Press [PrevMenu] three times.**

13 **Press [Exit].**





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The machine returns to the standby display.

Moving / Copying

You can move or copy the destinations which are programmed in the Speed Dial keys to the other Speed Dial keys.

When you select "Move", the destination which is programmed in the first Speed Dial key is deleted and programmed in the newly selected Speed Dial key.

When you select "Copy", the destination which is programmed in the first Speed Dial key remains and is copied in the newly selected Speed Dial key.

This is convenient when moving frequently used destinations to easy to use positions, or programming destinations whose numbers are the same but whose names and other details are different.

Note

❒ You cannot move or copy a destination to a Speed Dial key which is already used.

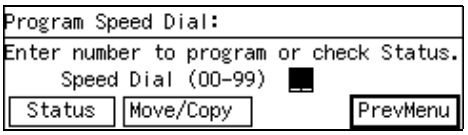
① Press the **【User Tools】** key.

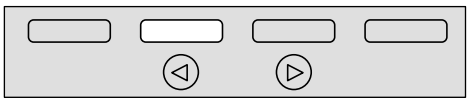
② Enter the code for "Fax Features" with the number keys.

③ Enter the code for "Program/Delete" with the number keys.

④ Enter the code for "Prog. Speed Dial" with the number keys.

⑤ Press **[Move/Copy]**.





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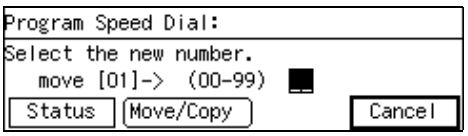
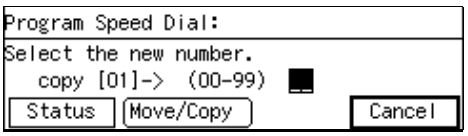
⑥ Press the code for the Speed Dial key the destination you want to move or copy is programmed in.

⑦ Press **[Move/Copy]** to select to move or copy the destination.

❖ **Moving the Destination in the Speed Dial key**

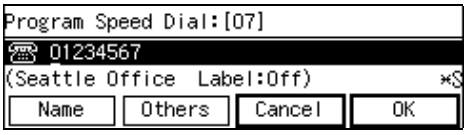


❖ **Copying the Destination in the Speed Dial key**



⑧ Press the Speed Dial key to which the destination will be moved or copied.
The destination is moved or copied.

❖ **The Destination is Moved or Copied to the Speed Dial key**



Note

❒ You can change the settings for the destinations in the Speed Dial keys that are moved or copied.

⑨ Press **[OK]**.

⑩ Press **[PrevMenu]** three times.

⑪ Press **[Exit]**.
The machine returns to the standby display.

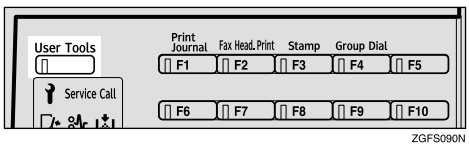
Deleting

The following procedure describes how to delete fax numbers in Speed Dials.

Limitation

❒ If a programed Speed Dial is being used for a standby Memory Transmission, the message "`Already used in another file. Cannot be deleted.`" is shown and you cannot delete the destination for this Speed Dial.

1 **Press the 【User Tools】 key.**



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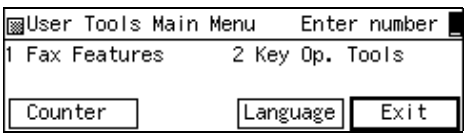
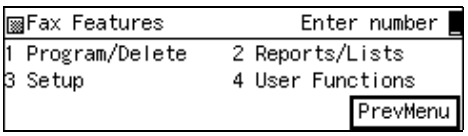
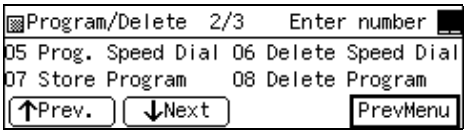
2 **Enter the code for "Fax Features" with the number keys.**



3 **Enter the code for "Program/Delete" with the number keys.**



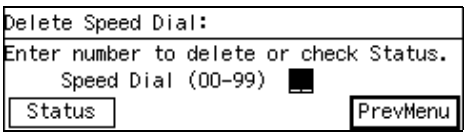
4 **Enter the code for "Delete Speed Dial" with the number keys.**



Note

❒ If it is not displayed, press **[↑Prev.]** or **[↓Next]**.

5 **Enter the Speed Dial code you want to delete using the number keys.**



The programmed contents are displayed.

Note

❒ If you make a mistake, press the **【Clear】** key and enter again.

Checking a Programmed Speed Dial

❶ **Press [Status].**

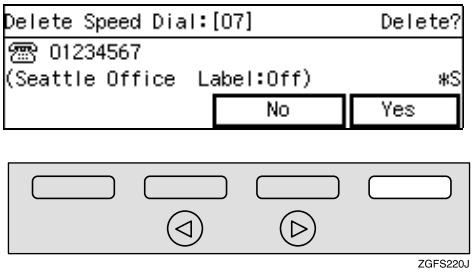
❷ **Enter the Speed Dial code you want to delete using the number keys.**

Note

❒ If the Speed Dial code is not displayed, press **[↑Prev.]** or **[↓Next]** to find it.

❒ If you press **[Cancel]**, the machine returns to the display in step **5**.

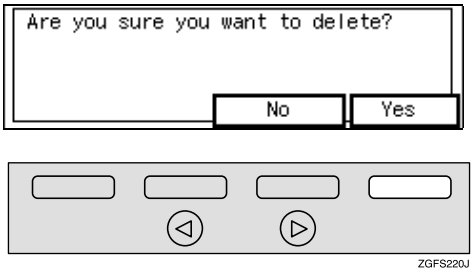
6 **Press [Yes].**



Note

❒ If you press **[No]**, the Speed Dial is not deleted and the machine returns to the display in step **5**.

7 **Press [Yes].**



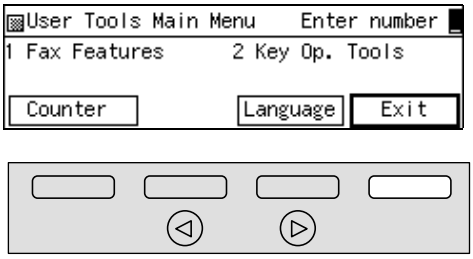
Note

❒ The machine returns to the display in step **5**.

❒ If you press **[No]**, the Speed Dial is not deleted and the machine returns to the display in step **5**.

8 **Press [PrevMenu] three times.**

9 **Press [Exit].**



The machine returns to the standby display.

Groups

If you regularly broadcast originals to the same set of destinations, you can combine these numbers into a group. Then just select the group and each number will be dialed in sequence automatically.

There are two ways of programming Groups:

❖ **Programming groups in Quick Dial keys**

If you program a group in a Quick Dial key, you can specify that group by pressing a Quick Dial key. However, if you use Quick Dial keys to program groups, you will be able to program fewer Quick Dial keys .

Note

❒ You cannot program another function (Quick Dials) in a Quick Dial key already used for a group. Also, you cannot program groups in a Quick Dial key already used for another function.

❖ **Assigning the Group Function to the Group key**

To assign the Group Function to the Group key, you must first assign the Group function to a User Function key. To send a fax, press the Group key, and then enter the group number (1 to 9). To select a Group using a Group key, one more step is required than when using a Quick Dial key. However, multiple Groups (a maximum of nine or 30 with the optional function upgrade unit) can be stored in a Group key, thus leaving the Quick Dial keys to be used more effectively.

Programming

You can program the following items in a Group:

- Destination fax numbers (up to 250 numbers for each group and up to 254 digits for each number)
- Group name (up to 20 characters)

You can enter destination numbers using Quick Dial keys, Speed Dials, or the number keys.

Note

❒ You can program up to 9 Groups.

❒ The maximum number of destinations you can program in a Group is 250.

❒ The combined maximum number of destinations you can program in all Groups is 344. This number can be composed of up to 144 Quick Dial numbers, 100 Speed Dial numbers and 100 numbers entered directly with the number keys.

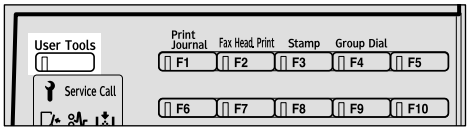
❒ When the optional function upgrade unit is installed, the combined maximum number of destinations you can program in all Groups is 2,144. This number can be composed of up to 144 Quick Dial numbers, 1,000 Speed Dial numbers and 1,000 numbers entered directly with the number keys.

❒ The number of destinations that can be programmed with the number keys depends on how the machine is used. In theory you can program up to a combined maximum of 100 destinations with the number keys for all groups.

- If you program 100 destinations with the number keys, Memory Transmission using the number keys becomes unavailable, and only Immediate Transmission is available.
- If you program a Group with the number keys when a file is waiting to be transmitted, a message is shown. You sometimes cannot program any more destinations even when the number of specified destination is 99 or less.
- It is recommended that you print the Group Dial list and keep it when you program or change destinations. See p.149 “Reports/Lists”, <*Advanced Features*>.
- Make sure that the machine is in standby mode before performing the following procedures.
- If you program the same destination in different Groups, it is only counted as one item.
- The table below shows how to count numbers.

Group1	Group2	Total Number of items
Quick Dial [01]	Quick Dial [01]	8
Quick Dial [03]		
Quick Dial [05]	Quick Dial [05]	
Speed Dial [04]	Speed Dial [04]	
Speed Dial [06]		
	Speed Dial [09]	
Number keys 12345678	Number keys 12345678	
Number keys 87654321		

1 **Press the [User Tools] key.**



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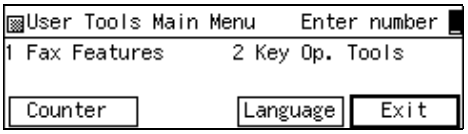
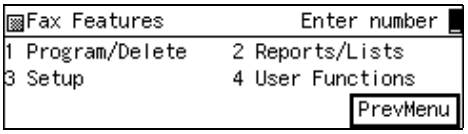
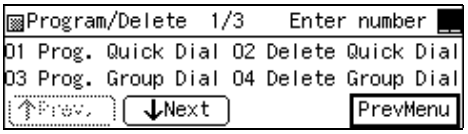
2 **Enter the code for "Fax Features" with the number keys.**



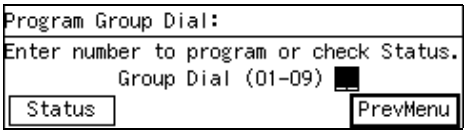
3 **Enter the code for "Program/Delete" with the number keys.**



4 **Enter the code for “Prog. Group Dial” with the number keys.**



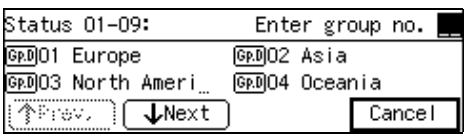
5 **Enter the number of the Group you want to program with the number keys.**



Checking a Programmed Group Dial

❶ **Press [Status].**

❷ **Enter the number of the Group you want to program with the number keys.**

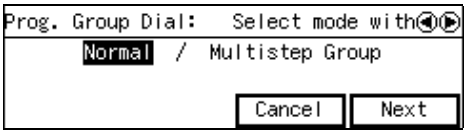


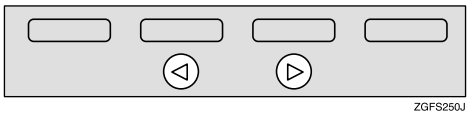
Note

❒ If the number of the Group is not displayed, press **[↑Prev.]** or **[↓Next]** to find it.

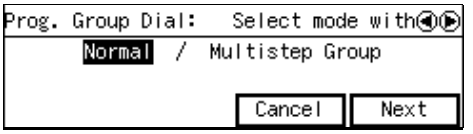
❒ When you press **[Cancel]**, the machine returns to the display in step **5**.

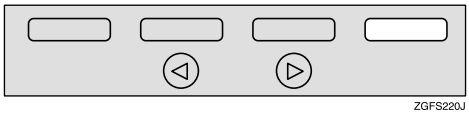
6 **Press ◁ or ▷ to select "Normal".**



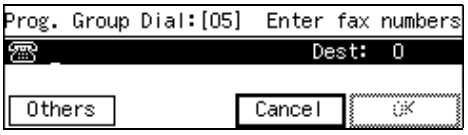


7 **Press [Next].**





8 **Enter the fax number.**



Note

❒ You cannot omit the fax number. Be sure to program it.

❒ Specify a destination in any of the following three ways:

- Enter fax number using the number keys.
- Press a Quick Dial key in which the destination is programmed.
- Press the **【Speed Dial】** key and enter a Speed Dial code.

❒ If you make a mistake, press the **【Clear】** key or the **【Stop】** key and try again. The **【Clear】** key deletes one character at a time, and the **【Stop】** key deletes the whole line.

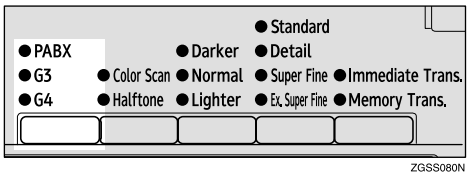
❒ You can use "Redial" when specifying the destination. See p.77 "Redial", <*Advanced Features*>.

❒ To enter "-", press the **【Pause/Redial】** key.

❒ If you want to program SUB, SEP, SID, PWD, Sub-address, and UUI, program them in this step. See p.78 "SUB/SID (SUB Code Transmission)", <*Advanced Features*>, p.80 "SEP/PWD (SEP Code Polling Transmission)", <*Advanced Features*>, p.82 "Sub-address", <*Advanced Features*> and p.83 "UUI", <*Advanced Features*>.

Selecting the line

❶ **Press the 【Line Selection】 key.**

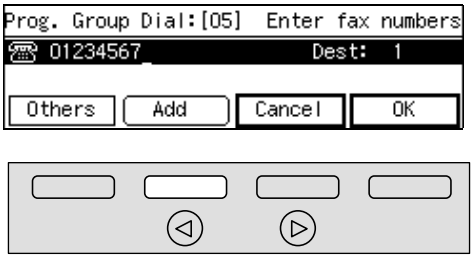


Note

❒ Select G3, G4 or PABX.

❒ When the Optional Extra G3 Interface Unit or the Optional ISDN Unit is installed, you can select the line type for G3 by pressing the User Function key (**【F1】** to **【F10】**) in which the Line Selection function is assigned. See p.154 "User Function Keys", <*Advanced Features*>.

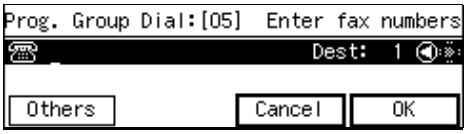
9 **Press [Add].**



Note

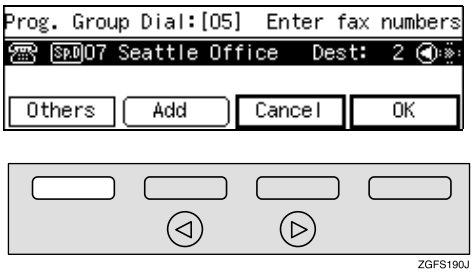
❒ When specifying a number with the Quick Dial key or the Speed Dial key, you can add a destination without pressing **[Add]**.

10 **Enter the second destination.**



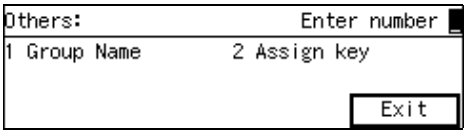
11 **Repeat step 9 and step 10 to enter all destinations which are to be programmed in the Group.**

12 **If you want to set other items, press [Others].**

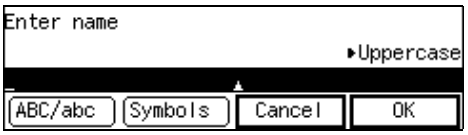


Programming a Group Name

❶ **Enter the code for "Group Name" with the number keys.**

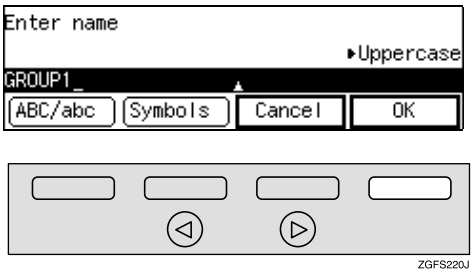


❷ **Enter the Group Name.**



See p.98 "Entering Characters" for how to enter characters.

❸ **Press [OK].**

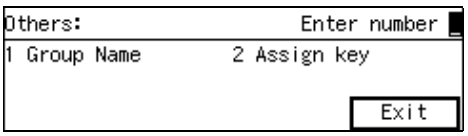


The machine returns to the display in step ❶.

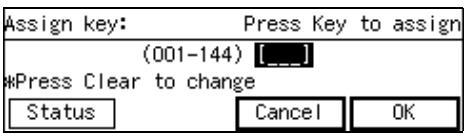
❹ **Press [Exit].**

Assigning a Quick Dial key

❶ **Enter the code for "Assign Key" with the number keys.**



❷ **Press the Quick Dial key in which you want to assign the Group.**

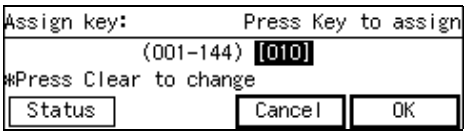


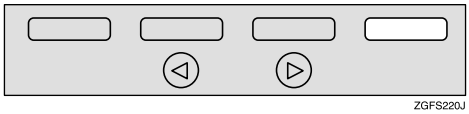
Note

❒ To search for a free Quick Dial, press **[Status]**.

❒ If you make a mistake, press the **【Clear】** key and enter again.

❸ **Press [OK].**





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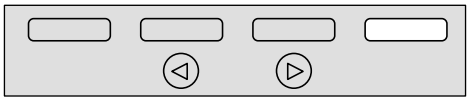
The machine returns to the display in step ❶.

❹ **Press [Exit].**

⓭ **Press [OK].**



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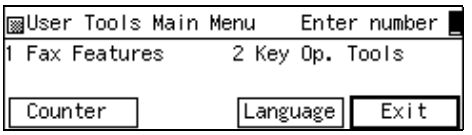
The machine returns to the display in step ❺.

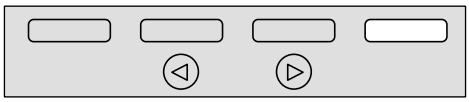
Note

❒ If you press **[Cancel]**, the Group is not programmed and the machine returns to the display in step ❺.

⓮ **Press [PrevMenu] three times.**

⓯ **Press [Exit].**





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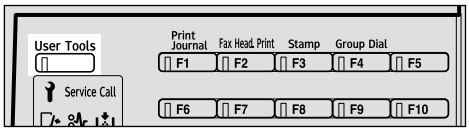
The machine returns to the standby display.

Editing

You can edit the group name or add destinations for programmed groups. To edit a destination:

- For destinations programmed in Quick Dial or Speed Dial, edit the contents of the programmed Quick Dial or Speed Dial.
- For destinations programmed with the number keys, delete the destination you want to edit from the group, and then program the new destination.

❶ **Press the [User Tools] key.**



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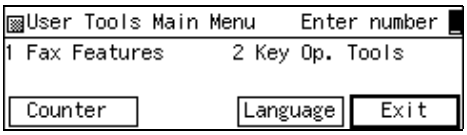
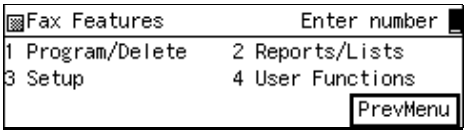
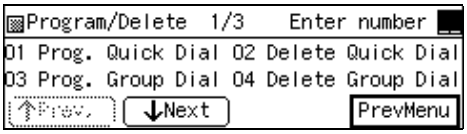
❷ **Enter the code for "Fax Features" with the number keys.**



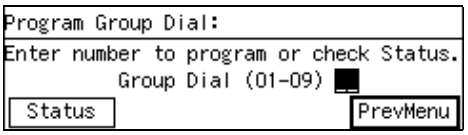
❸ **Enter the code for "Program/Delete" with the number keys.**



❹ **Enter the code for "Prog. Group Dial" with the number keys.**



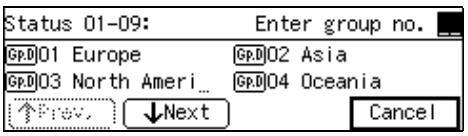
5 **Enter the number of the Group you want to edit with the number keys.**



Checking a Programmed Group Dial

❶ **Press [Status].**

❷ **Enter the number of the Group you want to edit with the number keys.**



Note

❒ If the number of the Group is not displayed, press **[↑Prev.]** or **[↓Next]** to find it.

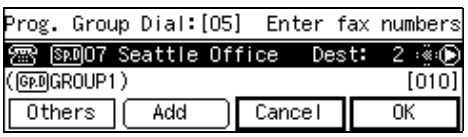
6 **Change or add a destination.**

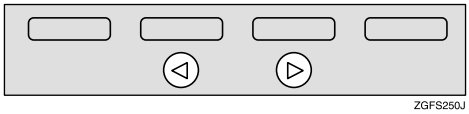
Note

❒ If you do not want to change or add a destination, go to step **7**.

Changing Destination Specified with the Number Keys

❶ **Press ◁ or ▷ until the destination you want to change is displayed.**





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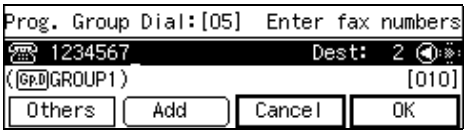
❷ **Press the 【Clear】 key or 【Stop】 key and enter the fax number again.**

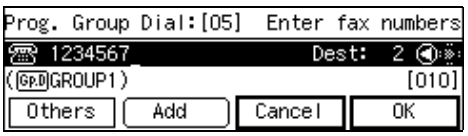


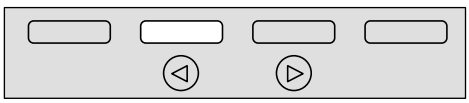
Note

❒ The **【Clear】** key deletes one character at a time, and the **【Stop】** key deletes the whole line.

Adding a Destination

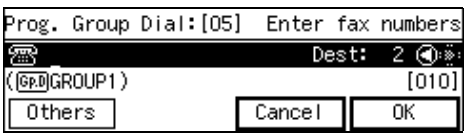
❶ **Press [Add].**





ZGFS200J

❷ **Enter the destination.**



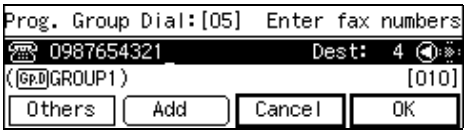
Note

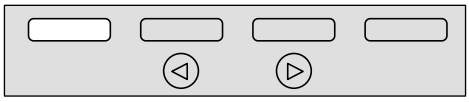
❒ Specify a destination in any of the following three ways:

- Enter a fax number using the number keys.
- Press a Quick Dial key in which the destination is programmed.
- Press the **【Speed Dial】** key and enter a Speed Dial code.

❒ If you make a mistake, press the **【Clear】** key or **【Stop】** key and try again. The **【Clear】** key deletes one character at a time, and the **【Stop】** key deletes the whole line.

7 **If you want to set other items, press the [Others].**





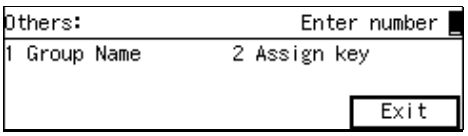
ZGFS190J

Note

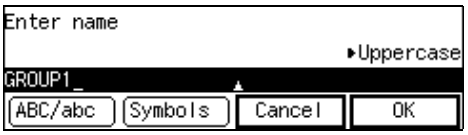
❒ If you do not want to set other items, go to step **8**.

Editing Group Name

❶ **Enter the code for "Group Name" with the number keys.**



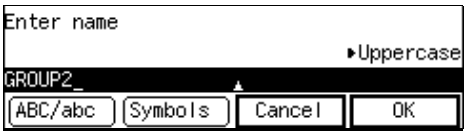
❷ **Press the 【Clear】 key or the 【Stop】 key, and enter the New Group Name.**

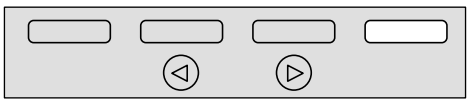


Reference

See p.98 "Entering Characters" for how to enter characters.

❸ **Press [OK].**





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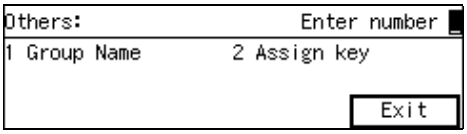
The machine returns to the display in step ❶.

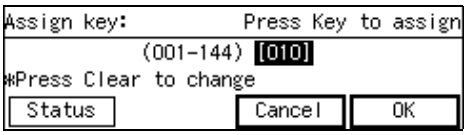
❹ **Press [Exit].**

Changing Assigned Quick Dial keys

❶ **Enter the code for "Assign Key" with the number keys.**



❷ **Press the Quick Dial key in which you want to assign the Group.**

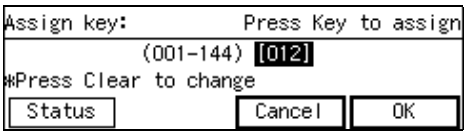


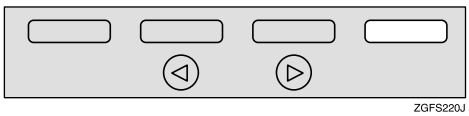
Note

❒ To search for a free Quick Dial, press **[Status]**.

❒ If you make a mistake, press the 【Clear】 key and enter again.

❸ **Press [OK].**



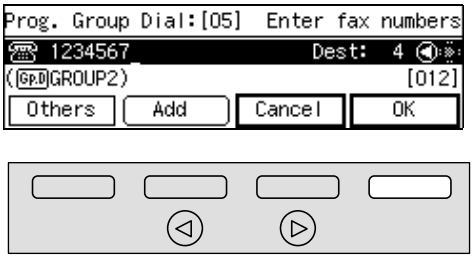


ZGFS220J

The machine returns to the display in step ❶.

❹ **Press [Exit].**

8 **Press [OK].**



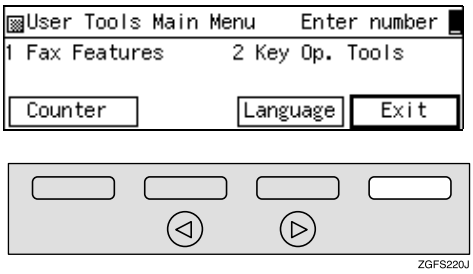
The machine returns to the display in step **5**.

Note

❒ If you press **[Cancel]**, the Group is not changed or added and the machine returns to the display in step **5**.

9 **Press [PrevMenu] three times.**

10 **Press [Exit].**



The machine returns to the stand-by display.

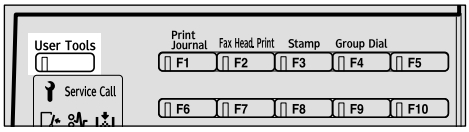
Deleting

The following procedure describes how to delete a destination from a group.

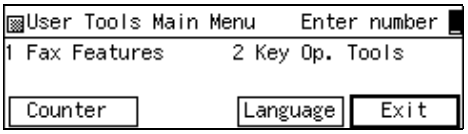
- When you delete a destination from a group programmed in a Quick Dial or a Speed Dial, the contents of the Quick Dial or Speed Dial are not deleted.

To Delete a Destination from a Group

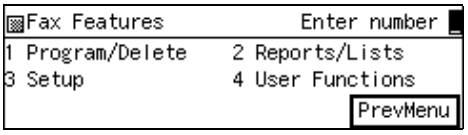
1 **Press the [User Tools] key.**



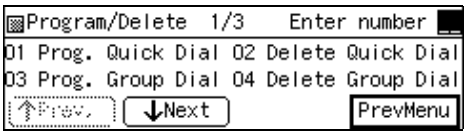
2 **Enter the code for "Fax Features" with the number keys.**



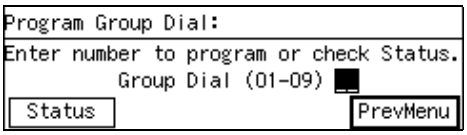
3 **Enter the code for "Program/Delete" with the number keys.**



4 **Enter the code for “Prog. Group Dial” with the number keys.**



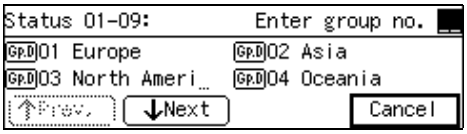
5 **Enter the number of the Group in which you want to delete a destination with the number keys.**



Checking Programmed Group Dial

❶ **Press [Status].**

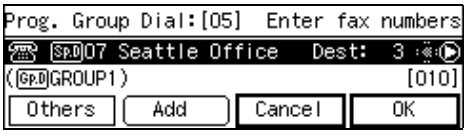
❷ **Enter the number of the Group in which you want to delete a destination with the number keys.**

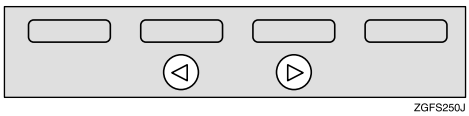


Note

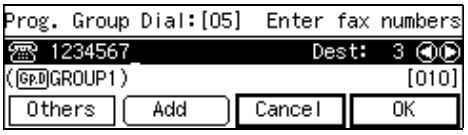
❒ If the number of the Group is not displayed, press **[↑Prev.]** or **[↓Next]** to find it.

6 **Press ◁ or ▷ until the destination you want to delete is displayed.**




ZGFS250J

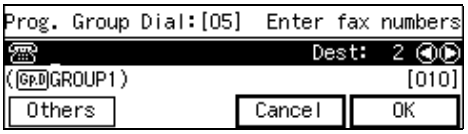
7 **Press the 【Clear】 key or 【Stop】 key to delete the fax number.**

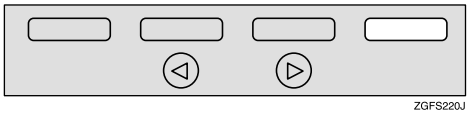


Note

❒ If you programmed the destination using the number keys, the 【Clear】 key deletes one character at a time, and the 【Stop】 key deletes the whole line. If you programmed the destinations using Quick Dial or Speed Dial, the 【Clear】 key or the 【Stop】 key deletes the whole line.

8 **Press [OK].**




ZGFS220J

The specified destination is deleted.

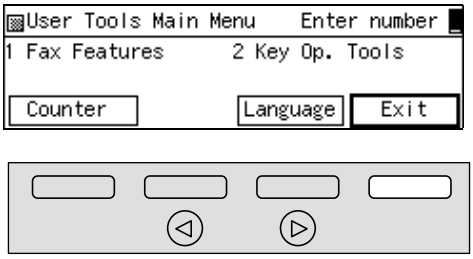
The machine returns to the display in step **5**.

Note

❒ When pressing **[Cancel]**, the destination is not deleted, and the machine returns to the display in step **5**.

9 **Press [PrevMenu] three times.**

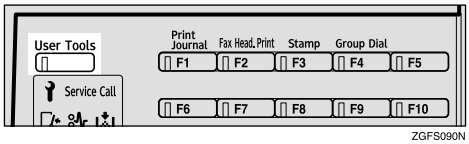
10 **Press [Exit].**



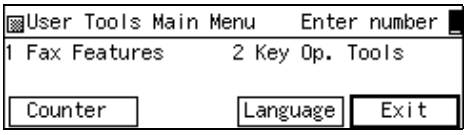
The machine returns to the standby display.

To Delete an Entire Group

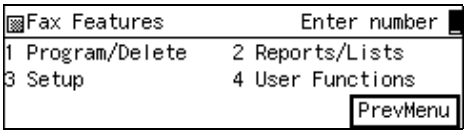
1 **Press the 【User Tools】 key.**



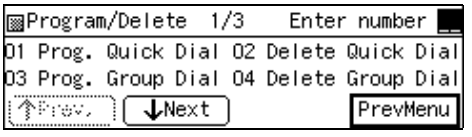
2 **Enter the code for "Fax Features" with the number keys.**



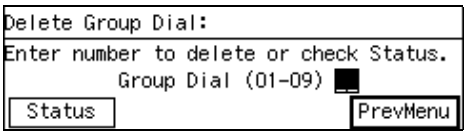
3 **Enter the code for "Program/Delete" with the number keys.**



4 **Enter the code for "Delete Group Dial" with the number keys.**


Program/Delete 1/3 Enter number
01 Prog. Quick Dial 02 Delete Quick Dial
03 Prog. Group Dial 04 Delete Group Dial
↑Prev. ↓Next PrevMenu

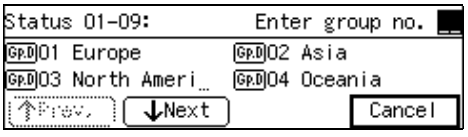
5 **Enter the number of the Group you want to delete with the number keys.**



Checking a Programmed Group Dial

❶ **Press [Status].**

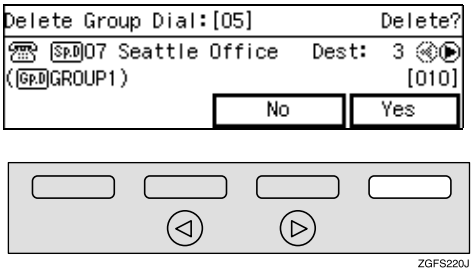
❷ **Enter the number of the Group you want to delete with the number keys.**



Note

❒ If the number of the Group is not displayed, press **[↑Prev.]** or **[↓Next]** to find it.

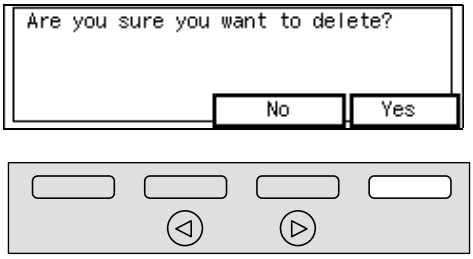
6 **Press [Yes].**



Note

❒ If you press **[No]**, the group is not deleted, and the machine returns to the display in step **5**.

7 **Press [Yes]. The group is deleted.**



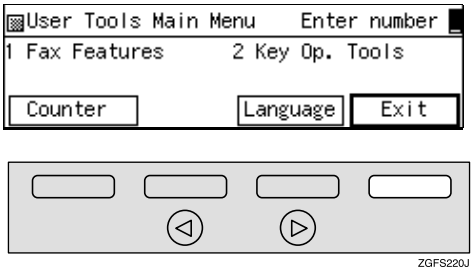
The machine returns to the display in step **5**.

Note

❒ If you press **[No]**, the machine returns to the display in step **5**.

8 **Press [PrevMenu] three times.**

9 **Press [Exit].**



The machine returns to the stand-by display.

Entering Characters

This section describes how to enter characters.

Available Characters

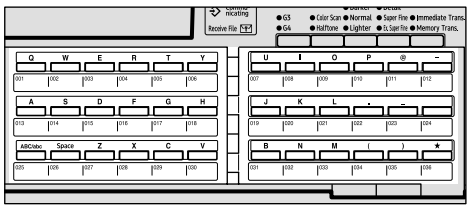
- Letters:
  ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz
- Symbols:
  – _ (space) . , ( ) / @ & $! ' # ✳ % + : ; < = > ? ^ [ ] ` { | } ~ ”¥
- Numbers:
  0123456789

Keys

❖ **Number keys**
Use to enter numbers.

❖ **A to Z**
Press these keys to enter upper and lower case letters.
There are two types of keyboard layout.
See p.205 “Key Layout”, <*Advanced Features*>.

- QWERTY layout



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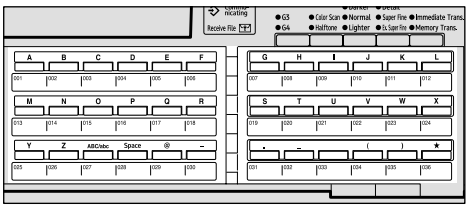
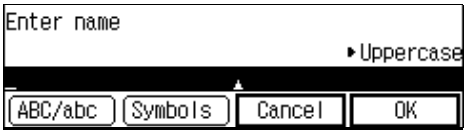
- ABC layout



ZGFS280N

❖ **[Symbols]**
Press to enter symbols.

❖ **[ABC/abc]**
Use to switch between upper and lower case. You can also use the 【ABC/abc】 key on the Control Panel.



❖ **【Space】**
Press to enter a space.

❖ **【Clear】**
Deletes the character at the cursor position. If the cursor is placed to the right of the last character at the right end of a line, that character will be deleted.

❖ **【Stop】**
Deletes the whole line.

❖ **◁ or ▷**
Use to move the cursor left or right.

How to Enter Characters

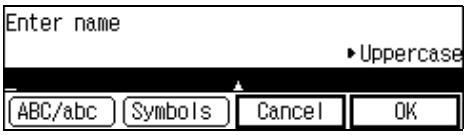
The following procedure describes how to enter characters.

Note

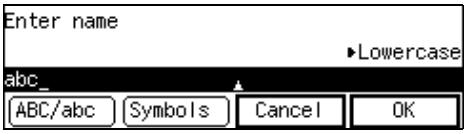
❒ When you enter a character, it is shown at the position of the cursor. If there is a character at the cursor position, the entered character is shown before the character.

Entering Letters

1 **Press [ABC/abc] to switch between uppercase and lowercase.**



2 **Press a Quick Dial letter key.**



A letter is entered and the cursor moves.

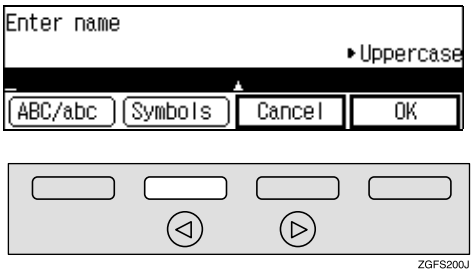
Note

❒ If you want to enter another character, repeat step **2**.

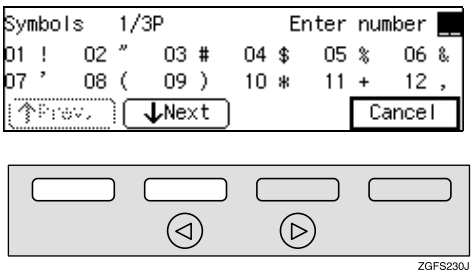
❒ When you want to insert a character, press the ◁ or ▷ key to move the cursor to the character right of the position you want to enter the character. Press a Quick Dial letter key or select a symbol. The inserted character is inserted left of the cursor position.

Entering Symbols

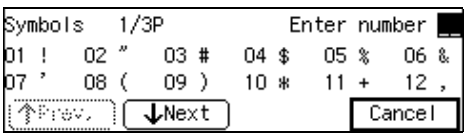
1 **Press [Symbols].**



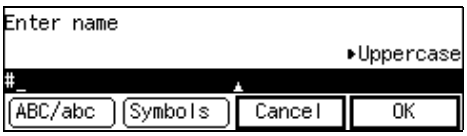
2 **Display the page with the desired symbol by pressing [↑Prev.] and [↓Next].**



3 **Enter the code of the symbol you want to enter with the number keys.**



The symbol is entered and the cursor moves.



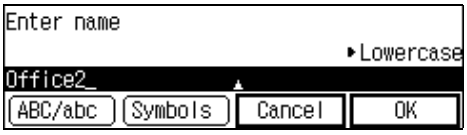
Note

❒ If you want to enter another symbol, repeat steps **1** to **3**.

Entering Numbers

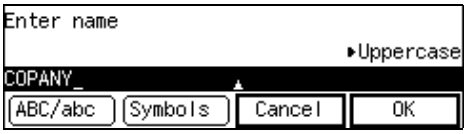
1 **Press a number key.**

The number is entered and the cursor moves.

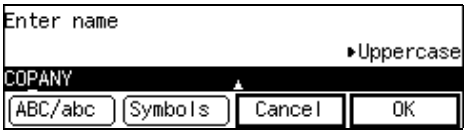


How to Insert Characters

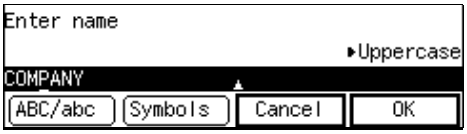
1 **Press ◁ or ▷ to move the cursor to a position you want to insert a letter.**



2 **Press a Quick Dial letter key or select a symbol.**



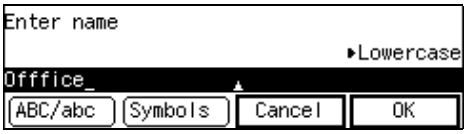
The character is inserted.

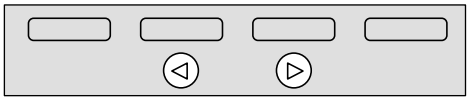


How to Delete Characters

Deleting One Character

1 **Press the ◁ or ▷ keys to move the cursor to a character you want to delete.**





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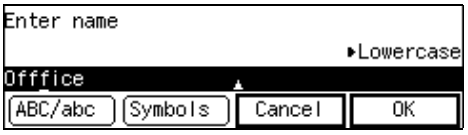
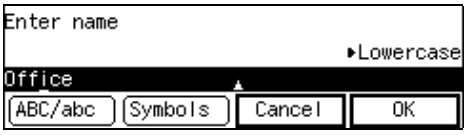
2 **Press the [Clear] key.**



The character at the cursor position is deleted.

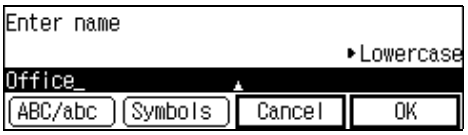


Note

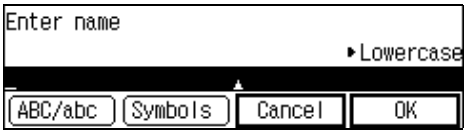
❒ If you want to delete another character, repeat steps **1** and **2**.

Deleting the Whole Line

1 **Press the 【Stop】 key.**



The whole line is deleted at a time.



Wild Cards

When you program other parties' Own Name or Own Fax Numbers for multiple destinations, you can program a sequence of characters common to these identifications as a wild card instead of programming every identification.

If a destination has an Own Name or Own Fax Number containing a wild card, the machine determines that the destination matches the programmed destination.

❖ Not using a wild card

Destination to be programmed (Own Name)	Number of programmed identifications
NEW YORK BRANCH HONG KONG BRANCH SYDNEY BRANCH	3

❖ Using a wild card

Destination to be programmed (Own Name)	Number of programmed identifications
BRANCH	1

Note

❒ You can program up to 50 wild cards.

❒ Compares identifications by neglecting spaces.

❒ You can use wild cards for the following functions:

- Multi Copy Reception
  See p.214 “Multi-copy Reception”, <*Advanced Features*>.
- Authorized Reception
  See p.217 “Authorized Reception”, <*Advanced Features*>.
- Specified Tray
  See p.220 “Specified Tray”, <*Advanced Features*>.
- Forwarding
  See p.223 “Forwarding”, <*Advanced Features*>.
- Memory Lock
  See p.233 “Memory Lock”, <*Advanced Features*>.
- TX/RX File Save
  See p.236 “TX/RX File Save Settings”, <*Advanced Features*>.

Loading Paper in the Main Paper Tray

If there is no paper in the main paper tray, the indicator on the control panel lights.

Use the following procedure to load paper.

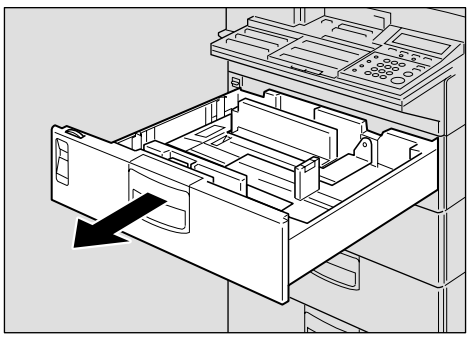
Important

- ❒ When loading paper, be careful not to pinch your fingers inside the machine.
- ❒ Before loading paper, make sure that the machine is not delivering a copy or a received fax message.
- ❒ Do not use stapled paper or conductive paper, such as carbon paper or silver coated paper.

Note

- ❒ You can load up to 500 sheets in the paper unit.
- ❒ Regarding paper types and sizes that can be used, see p.298 "Paper", <*Advanced Features*>.

1 Pull out the paper tray as shown.



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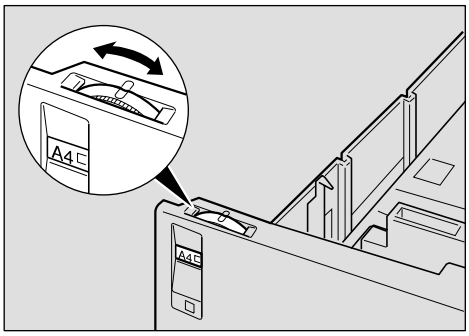
2 Adjust the dial to match the paper size.



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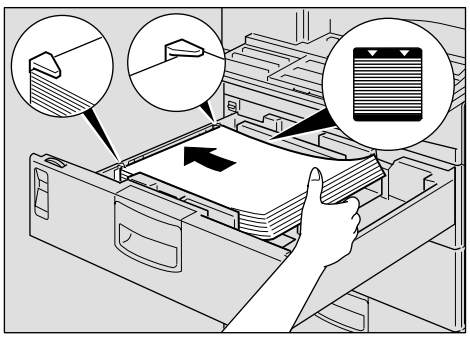
Important

- ❒ If the dial does not match the size and direction of loaded paper, parts of printed images may be missing and paper jams could occur.

3 Prepare the new paper, then insert it under the left and right metal tabs as shown.



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Important

- ❒ Do not stack paper over the limit mark.

4 Gently return the paper unit to its original position.

Adjusting Volume

You can change the volume of the following sounds the machine makes.

❖ **On Hook**
Sounds when you press the 【On Hook Dial】 key.

❖ **Transmission**
Sounds when the machine sends a message.

❖ **Reception**
Sounds when the machine receives a message.

❖ **Dialing**
After pressing the 【Start】 key, this sound is made until the line connects to the destination.

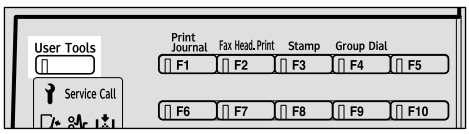
❖ **Scroll key**
Sounds when keys on the Control panel are pressed.

❖ **Alarm**
Sounds when something is amiss.

Note

❒ When using On Hook Dial, you can adjust the sounds on the display by pressing the 【On Hook Dial】 key. See p.85 "On Hook Dial", <*Advanced Features*>.

1 **Press the 【User Tools】 key.**



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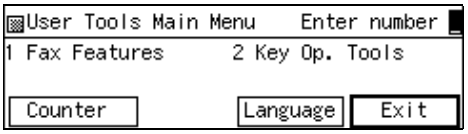
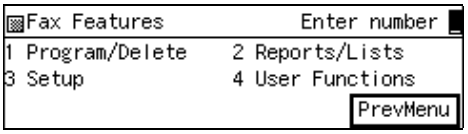
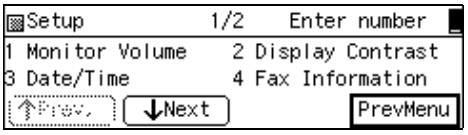
2 **Enter the code for "Fax Features" with the number keys.**



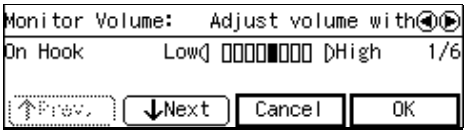
3 **Enter the code for "Setup" with the number keys.**



4 **Enter the code for "Monitor Volume" with the number keys.**



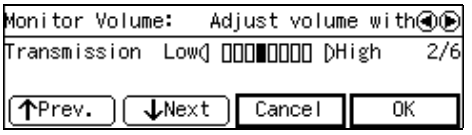
5 **Press [↑Prev.] or [↓Next] to display the item you want to adjust.**

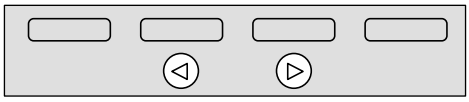


Note

❒ The items displayed change in the order On Hook → Transmission → Reception → Dialling → Scroll key → Alarm as you press **[↓Next]**.

6 **Press ◁ or ▷ to adjust the volume.**





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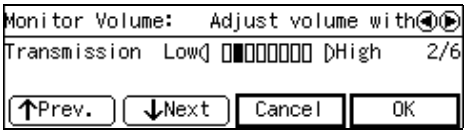
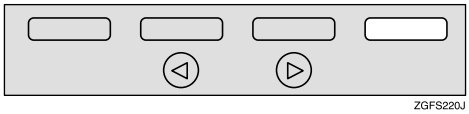
7 **Press [OK].**





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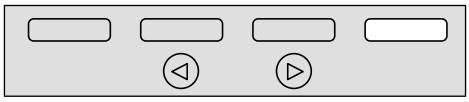
The machine returns to the display in step **4**.

Note

❒ If you press **[Cancel]**, the setting you have just adjusted is deleted and the machine returns to the display in step **4**.

8 **Press [PrevMenu] two times.**

9 **Press [Exit].**



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The machine returns to the standby display.

Emit a Beep When a Communication is Complete

If you set "Emit a beep when a communication is complete" on with the User Parameters (switch 01 bit 6), a beep will be emitted when a communication is complete. This is useful for knowing when a fax message has been received or a transmission is complete. See p.178 "User Parameters", *<Advanced Features>*.

Indicators

When the Cover Open Warning Indicator is Lit

This indicator lights and a message appears on the display to alert you that a cover on the main machine or in the paper supply area is open. Check the display message and close the cover(s).

When the Paper Jammed Indicator is Lit

This indicator lights when paper is jammed in the machine. Check the message shown on the display and remove the jammed paper.

Reference

p.108 “Clearing Original Jams”
p.110 “Clearing Paper Jams”

When the Add Toner Indicator is Lit or Blinking

This indicator lights to inform you that there is not much toner left in the toner cartridge.

When the following message appears on the display, it is time to load a new toner cartridge: `Out of toner. Replace cartridge using instructions inside the unit.`

Important

❒ If the combined total of the number of communications that take place when toner has run out and the number of communications that have not yet been automatically printed on the Journal exceeds 250 (1,000 when the optional Function Upgrade Unit is installed), the Journal information is deleted and you cannot check it.

Reference

p.113 “Replacing the Toner Cartridge”

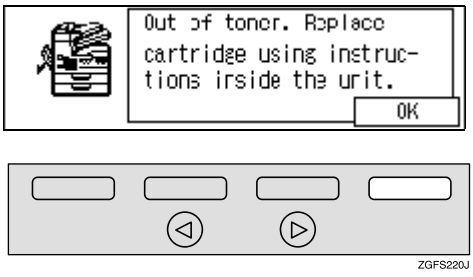
Faxing when toner has run out

You can still send faxes from this machine even if toner has run out.

Important

❒ If the combined total number of communications that take place when toner has run out and number of communications that have not yet been automatically printed on the Journal exceeds 250 (1,000 when the optional Function Upgrade Unit is installed), the Journal information is deleted and you cannot check it.

1 Press [OK] to close the error window.



2 **Send your fax message as you would normally.**

Reference

p.34 “Memory Transmission”

p.39 “Immediate Transmission”

When the Paper Supply Indicator is Lit

This indicator lights when not much paper is left in the trays or when no paper is left in the trays.

When not much paper is left in the trays, the indicator lights yellow.

When no paper is left in the trays, the indicator lights red.

Load paper when this indicator lights.

Reference

For how to load paper, see p.103 “Loading Paper in the Main Paper Tray”.

When the Call Service Indicator is Lit

The machine has broken down. Please contact your service representative.

When the Confidential Reception/Memory Lock Indicator is Lit or Blinking

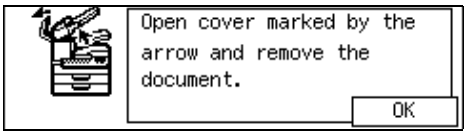
If this indicator is lit, you have received a message using Confidential Reception or Personal Box Messages. Check the Confidential File Report and print the message. See p.46 “Printing a Confidential Message”, <*Advanced Features*>, p.47 “Confidential File Report”, <*Advanced Features*>, p.67 “Printing Personal Box Messages”, <*Advanced Features*>.

If this indicator is blinking, a message has been received with the Memory Lock function.

For how to print it out, see p.48 “Printing a Memory-locked Message”, <*Advanced Features*>.

Clearing Original Jams

If an original is jammed, the indicator on the Control Panel lights and the following display is shown.



Perform the following procedure to clear the jammed original.

4

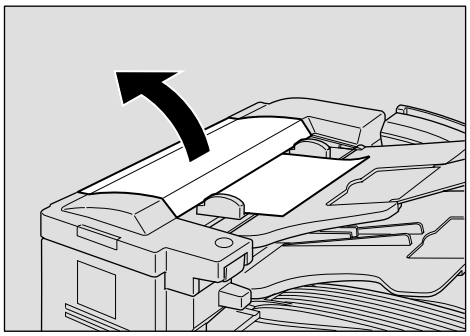
Clearing Original Jams in the ADF

If you experience frequent original jams in the ADF, clean the ADF or obtain a new ADF Maintenance Unit. See p.267 “Maintaining Your Machine”, <*Advanced Features*>.

Important

❒ Strongly pulling originals out of the ADF without opening the cover may rip originals or damage the machine.

1 Open the ADF cover.



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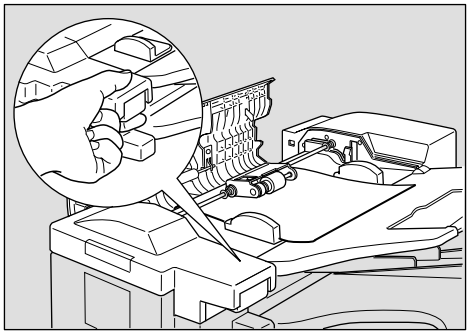
2 While squeezing the release lever, open the ADF unit.



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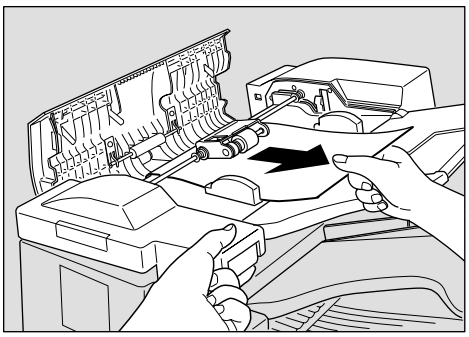
3 Remove the original in one of the following ways depending on where it is jammed:

In the top unit

❶ While supporting the ADF unit with your hand, gently pull out the jammed original.



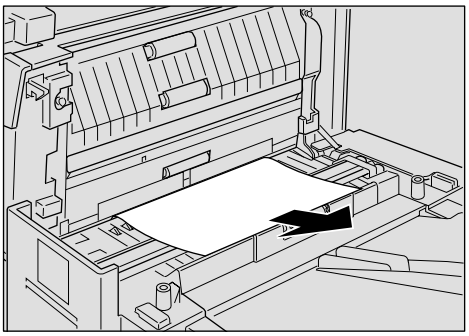
ZGFY120J

Important

❒ If you pull the original out too strongly, it could rip or the machine could be damaged.

In the lower unit

❶ **While supporting the ADF unit with your hand, gently pull out the jammed original.**



ZGFY130J

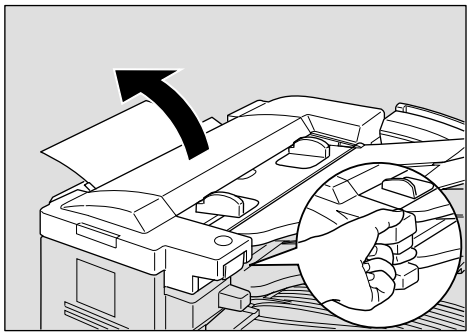
Important

❒ If you pull the original out too strongly, it could rip or the machine could be damaged.

4 **Close the ADF cover / ADF unit making sure it clicks firmly into place.**

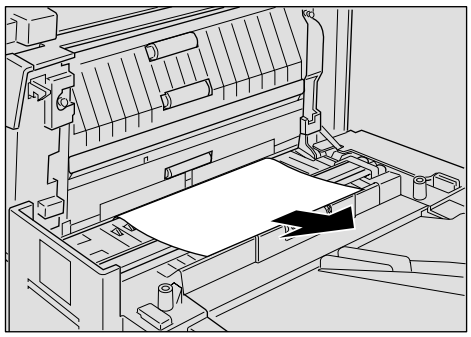
Clearing Original Jams in the Bypass Tray

1 **While squeezing the release lever, open the ADF unit.**



ZGFY990J

2 **While supporting the ADF unit with your hand, gently pull out the jammed original.**



ZGFY130J

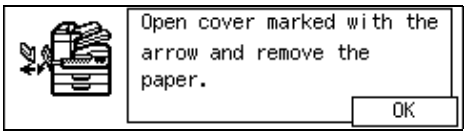
Important

❒ If you pull the original out too strongly, it could rip or the machine could be damaged.

3 **Close the ADF unit making sure it clicks firmly into place.**

Clearing Paper Jams

If a copy, fax, or printed paper is jammed, the ⚠ indicator on the Control Panel lights and a message appears on the display indicating the location of the jam.



Perform the following procedure to clear the jammed paper.

Important

- The fusing unit and surrounding area inside the machine becomes hot during printing. To avoid injury when removing paper jams, do not touch any parts other than those specified in this manual.

Note

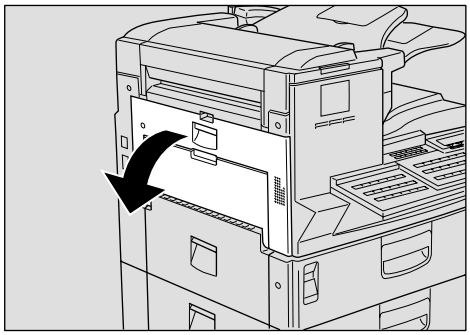
- You cannot open the paper tray side cover when the main side cover is open. Close the main side cover first, and then open the paper tray side cover.
- You cannot open the paper tray side cover when the optional Bypass Tray Unit is installed. Remove the optional Bypass Tray Unit first, and then open the paper tray side cover. See p.262 "Clearing a Paper Jam in the Optional Bypass Tray Unit", <*Advanced Features*>.
- The display may indicate that paper is jammed in more than one location. In this case, check for jammed paper in all locations listed.
- If paper jams occur in the optional paper tray unit, see p.261 "Clearing a Paper Jam in the Optional Paper Tray Unit", <*Advanced Features*>.

Clearing Paper Jams in the Fusing Unit

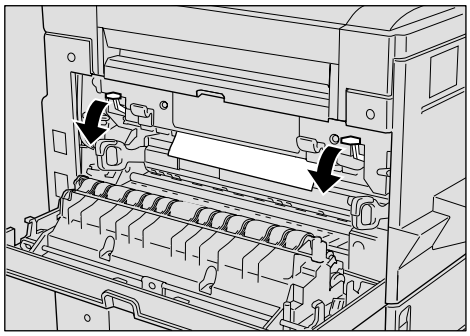
When paper is not delivered to the output tray, paper may be jammed in the fusing unit.

Follow these steps to clear the jam.

1 Open the main side cover in the direction of the arrow.

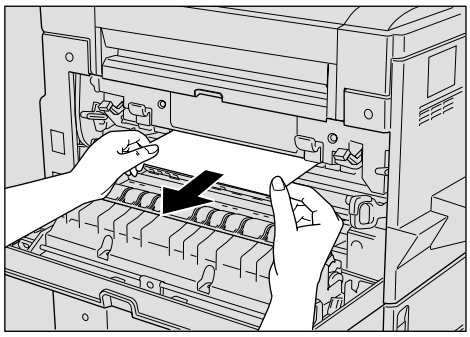

ZGFY160J

2 Lower the fusing unit pressure release levers in the direction of the arrow.


ZGFY170N

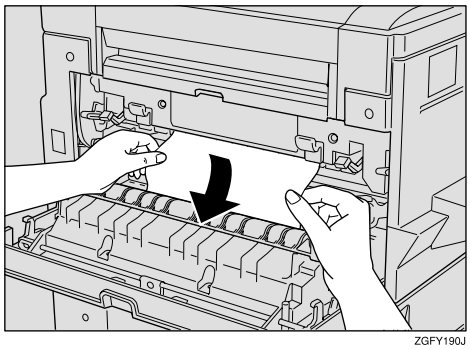
3 **Pull out the jammed paper.**

❖ **When paper is caught in the upper unit**



ZGFY180J

❖ **When paper is caught in the upper and lower unit**



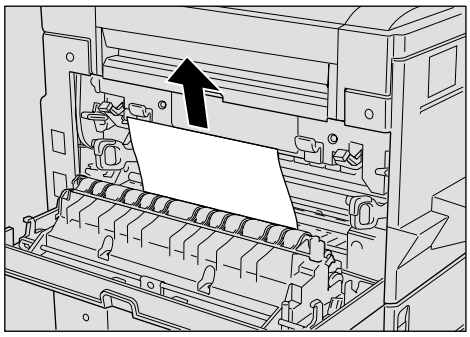
ZGFY190J

Important

❒ If you pull the paper out too strongly, it could rip or the machine could be damaged.

When paper is caught in the lower unit

❶ **Remove the paper by pulling the whole page upwards.**

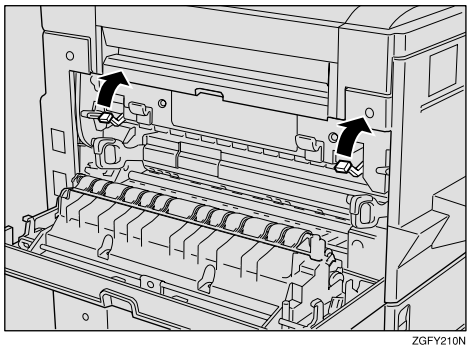


ZGFY200J

Important

❒ If you pull the paper out too strongly, it could rip or the machine could be damaged.

4 **Return the fusing unit pressure release levers to their original position.**



ZGFY210N

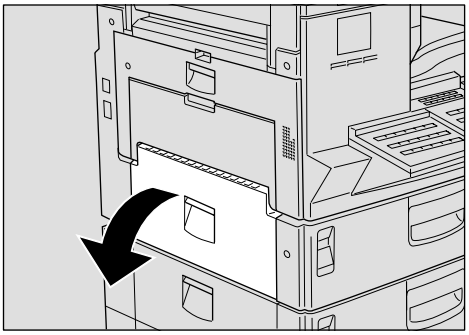
5 **Close the main side cover making sure it clicks firmly into place.**

Important

❒ If paper jams persist in the fusing unit, please contact your service representative for how to obtain a new Fusing Maintenance Unit.

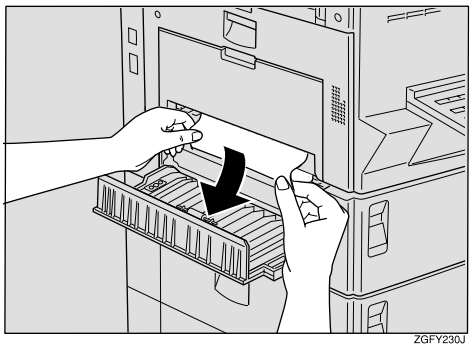
Clearing Paper Jams in the Main Paper Tray

1 **Open the main paper tray side cover in the direction of the arrow.**

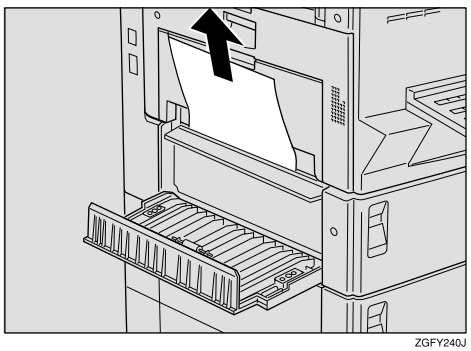


ZGFY220J

2 **If there is jammed paper, slowly pull it out.**



ZGFY230J



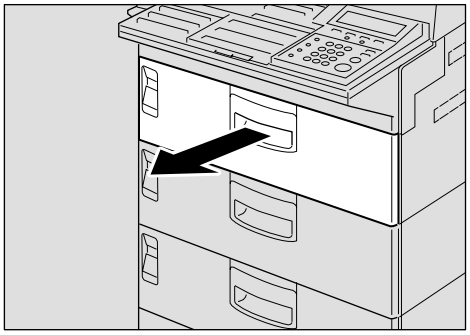
ZGFY240J

Important

❒ If you pull the paper out too strongly, it could rip or the machine could be damaged.

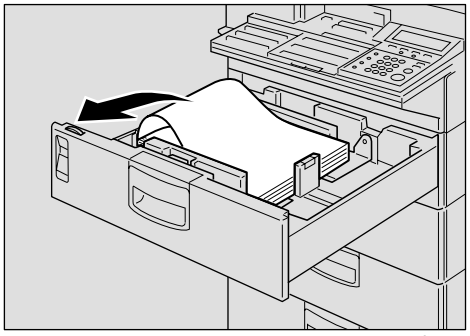
3 **Close the side cover making sure it clicks firmly into place.**

4 **Pull out the main paper tray in the direction of the arrow.**



ZGFY250J

5 **If there is jammed paper, slowly pull it out.**



ZGFY260J

Important

❒ If you pull the paper out too strongly, it could rip or the machine could be damaged.

6 **Close the main paper tray making sure it clicks firmly into place.**

Replacing the Toner Cartridge

When the toner has almost run out, the indicator blinks, and " Low toner supply. " is displayed. After this message is displayed, about 100 pages can be printed, but replace the toner cartridge soon.

When there is no toner, the indicator lights, and "Out of toner. Replace cartridge using instructions inside the unit." is displayed. Printing is not possible.

⚠ ***WARNING:***

- ***Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.***
- ***Dispose of the used toner cartridge in accordance with the local regulations.***

⚠ ***CAUTION:***

- *Keep toner (used or unused) and toner cartridge out of the reach of children.*

Important

❒ Used toner cartridges can be recycled. Please contact the seller of this machine.

❒ Make sure the power switch is turned on when replacing the toner cartridge.

❒ Always use toner cartridges recommended specifically for this model. Using any other type could damage the machine.

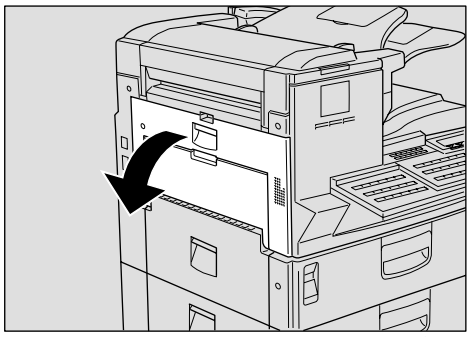
❒ Do not leave the main side cover open for a protracted length of time. Exposing the toner cartridge to light for an extended period of time may cause it to deteriorate, so replace the cartridge as quickly as possible.

❒ Do not position the toner cartridge upside down or at an angle.

Note

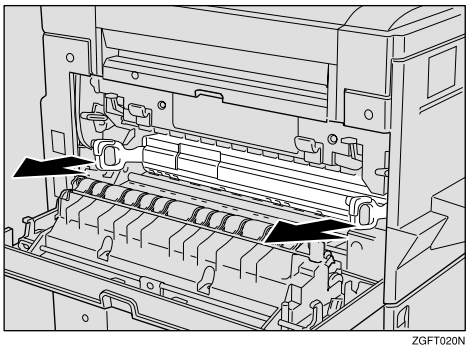
❒ You cannot open the main side cover when the optional Bypass Tray Unit is installed. Remove the optional Bypass Tray Unit first, and then open the main side cover. See p.262 "Clearing a Paper Jam in the Optional Bypass Tray Unit", *<Advanced Features>*.

1 Open the main side cover in the direction of the arrow.



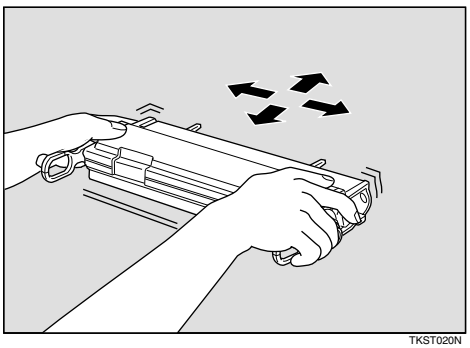
ZGFY160J

2 **Grasp the handles at both ends and remove the toner cartridge.**



ZGFT020N

3 **Shake the new toner cartridge left and right, and back and forth about 7 or 8 times.**

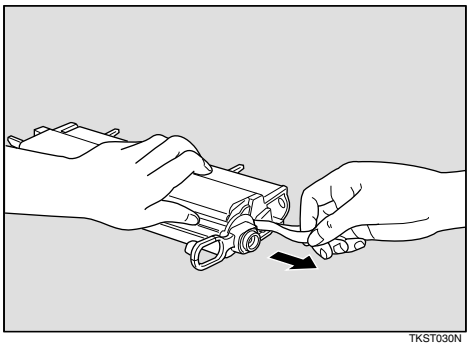


TKST020N

Note

❒ Unevenly distributed toner within the cartridge may result in reduced print quality.

4 **Place the toner cartridge on a flat surface. While supporting the cartridge with one hand, pull the toner seal horizontally to remove it.**



TKST030N

Important

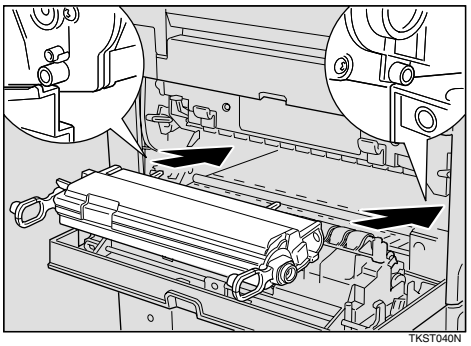
❒ Using the cartridge without removing the seal could damage the machine. Always remove the seal before using a new cartridge.

❒ Be sure to pull the seal horizontally when removing it. Pulling it from above or below can cause toner to easily spill out.

❒ Be careful not to get toner on your hands or clothes.

❒ Once the seal is removed, toner can easily spill out, so be careful not to shake or bump it.

5 **Grasp the handles at the sides of the cartridge end and push it into the machine.**



TKST040N

6 **Close the main side cover making sure it clicks firmly into place.**

Important

❒ The front cover will not close properly if the toner cartridge is set into the machine incorrectly. If the cover will not close, remove the cartridge and set it again.

Error Messages

The following messages may appear while you are operating or programming the machine.

Message	Problem and Solution
Communication error: press the Stop key.	An error occurred during Immediate Transmission. Press the 【Stop】 key and re-send the original. **Note** ❒ There may be a problem with the machine or the telephone line (e.g. noise or cross talk). If the error re-occurs frequently, contact your service representative.
Document Misfeed. Scanned pages have been deleted.	An original jammed during Memory Transmission. Reset originals and scan again.
Memory has reached its limit. Document being loaded was deleted.	Transmission has halted because the memory is full. Use Immediate Transmission.
Cannot Print.	• Cannot print reports or lists because paper has run out. Load more paper. • Paper is jammed. Remove it. • The side cover is open. Close it.
Limit reached: replace the Fusing Unit and the Transfer Roller and clear the counter.	It is time to install a new Fusing Maintenance unit.
Limit reached: replace the ADF Roller and clear the counter.	It is time to install a new ADF Unit Maintenance unit.
Service call error. Press OK to end alarm.	There is a problem with the fax function. Record the code number shown in the display, and contact your service representative.

Solving Problems

This table lists some common problems and their solutions.

Problem	Solution	Refer to
Cannot transmit or receive.	The line cord may have become disconnected. Make sure it is correctly connected.	See p.286 "Connecting to a Telephone Line", <*Advanced Features*>.
You want to cancel a Memory Transmission.	If the original is being stored, press the 【Stop】 key.	See p.36 "Canceling a Memory Transmission".
	If the original is being sent, press **[Delete]** in the **[Info.]** menu.	See p.37 "While the Original is Awaiting Transmission or During Transmission".
You want to cancel an Immediate Transmission.	Press the 【Stop】 key.	See p.41 "Canceling an Immediate Transmission".
Multiple sheets are fed into the ADF at the same time, or the original will not feed in at all.	If the original is too thick, too thin, or the back surface is slippery, it might not be fed into the ADF properly. Only set appropriate types of originals in the ADF.	See p.298 "Recommended Paper Sizes and Types", <*Advanced Features*> .
Image background appears dirty when received at the other end.	Adjust the scan density.	See p.42 "Scan Settings".
Printed or sent image contains spots.	The Document Feeder (ADF) is dirty. Make sure that ink or eraser is dry before setting originals.	See p.275 "Cleaning the Document Transport Mechanism", <*Advanced Features*>
Message appears blank at the other end.	The original was set with the wrong side facing down. Set it with the opposite side facing down.	See p.31 "Setting Originals".
Received image is too light.	Request the sender to increase the image density.	See p.296 "Acceptable Types of Originals", <*Advanced Features*>
	When using moist, rough or processed paper, the printed image may be partly invisible. Only use recommended paper types.	
	When is blinking, toner is beginning to run out. Replace the toner cartridge soon.	See p.113 "Replacing the Toner Cartridge".

Problem	Solution	Refer to
You cannot add any destinations to a Group even though the maximum capacity does not seem to have been reached.	100 (with the optional Function Upgrade Unit, it is 1000) destinations have been programmed with the number keys. Program additional destinations with Quick Dials or Speed Dials instead.	See p.49 "Using Quick Dials" or p.49 "Using Speed Dials".
Cannot print onto paper even though it is of an appropriate size.	Make sure the paper size detection plate for the main paper tray or optional paper tray unit matches the paper size actually loaded in that tray or unit.	See p.269 "Changing the Paper Size", <*Advanced Features*> .
You want to cancel copying.	Press the **【Stop】** key.	See p.127 "Copying", <*Advanced Features*>.
You want to exit the energy saver mode.	Press the **【Clear Modes/Energy Saver】** key.	See p.26 "Display Prompts".
	Set an original.	See p.31 "Setting Originals".
Some part of a copied image is missing.	Check that the original is set correctly.	See p.31 "Setting Originals".
	Select the correct sized paper.	See p.298 "Recommended Paper Sizes and Types", <*Advanced Features*>.

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